



## INTERNSHIP VACANCY

### Internship Opportunity at KD SCHMID UK

Based in Covent Garden, our classical music management agency is seeking an ambitious and confident intern with an interest in classical music. The candidate must display good organisational / prioritisation skills, an advanced ability to communicate with clients and with different levels of staff and have a keen eye for detail. A substantial part of the role includes working within a busy team, however, initiative to work independently is also important.

Daily tasks range from supporting various teams and staff members, to working on your own projects. By working closely with experienced artist managers and coordinators you will gain first-hand experience and a working knowledge of the classical music industry through the eyes of artist managers and the artists themselves.

We are particularly interested in applicants with a sound knowledge of classical music. You should also demonstrate a willingness to learn more about the international concert industry. The role is ideal for recent graduates and also open to university students seeking an internship opportunity.

Ability to speak another language, especially German, is beneficial however not essential.

Three-month internship with possible extension. Start on 19 August 2024.

Hours: 9.30 – 17:30 Monday – Friday. The internship is salaried.

The position requires in office presence Monday – Thursday, with an option to work from home on a Friday.

The closing date for applications is 11 August 2024. Interviews are held in w/c 12 August. Please, send your cover letter and CV to Eva Gerges: [eva.gerges@kdschmid.co.uk](mailto:eva.gerges@kdschmid.co.uk).

KD SCHMID is an equal opportunities employer. We want to make sure that our selection processes are as fair as they can possibly be, providing a level playing field for anyone who wants to come and work for us. If you require any adjustments to the interview process, please feel free to get in touch.



## **Role & Responsibilities**

### **1. Artist Coordination Support**

To carry out various artist-related tasks as directed by Artist Coordinator, Associate Manager or Manager.

Duties can include:

- Updating information on artists' diary systems and e-filing.
- Managing the artists' recording archive in the office.
- Assisting in visa applications.

### **2. PR Administration**

Some PR Administration in collaboration with relevant Artist Coordinator / Associate Manager / Manager.

Duties can include:

- Circulating weekly press and performance summaries.
- Researching and pasting concert reviews and artist press.
- Maintaining general update of press materials.

### **3. Staff Travel**

As directed by Artist Associate Manager or Manager:

- Arranging and preparing business meetings in office and away from office.
- Researching and booking flights and hotels for staff members.
- Arranging briefings.
- Producing itineraries.
- Preparing meeting materials.
- Recording staff expenses.

### **4. Office Administration**

To carry out various tasks as directed by Artist Coordinator, Associate Manager or Manager.

- Answering the general line as the first point of contact to callers.
- Organising catering for meetings.
- Supporting the smooth running of an office.