

PA to Managing Director, Music

Based: Central London

Reports to: Iain Watt

Group Overview:

A leading management and professional services company based out of the UK and US, YM & U provides a portfolio of services to a wide range of clients consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers, TV personalities and voiceover artists.

The Group's Music division, counts a number of international acts under its management, such as Take That, Clean Bandit, Years & Years and James Arthur based out of its UK office, and Steve Aoki, Don Diablo, Bush and Cheat Codes from its US base, prides itself on nurturing a diverse artist roster that has received countless prestigious awards and accolades in the industry. As a collective, the division has nurtured some of the world's leading dance, rock and pop artists, DJs and producers, fusing groundbreaking marketing and creative technologies into the quickly emerging new music business model, while simultaneously managing some of the world's most long-standing and prestigious bands and artists.

Job Purpose:

To provide PA support to the Managing Director of the Music division

Salary Banding: Available upon request

Key Responsibilities:

- Act as a main point of contact for the Board Director - screening phone calls, dealing with queries and requests
- Proactively manage both personal and professional calendars including calls, meetings, meals and personal appointments
- Day to day management of email flow, flagging urgent enquiries to the Director
- Coordinating all travel arrangements, including manager itineraries and managing busy schedules for overseas trips, sometimes working late due to different time zones
- Assistance with preparation for meetings including preparing agendas, research, and compiling information where necessary



- Accurately recording minutes for meetings
- Attendance at all relevant meetings and events (internal and external)
- Entering and managing expenses and expense reports for their director
- Diary Management for conference rooms
- Ordering Christmas presents and sending out birthday cards, etc for clients
- Event organisation and budgeting
- General administration
- Archiving/filing
- Ensure all HR activities are actioned within compliance and People HR

Person Specification:

Essential Requirement

- Minimum 3 years previous experience providing assistant support in a similar role
- Excellent organisation and administrative skills
- Proactive and forward thinking – able to use own initiative
- Ability to communicate at all levels – both in written and verbal form
- Professional appearance and approach
- Ability to deal with highly sensitive and confidential information and issues in a professional manner
- Positive attitude with plenty of energy and enthusiasm
- An interest in music