JOB DESCRIPTION: ASSISTANT PROJECT MANAGER

Job Title: Assistant Project Manager

Department: Tours and Projects

Hours: Full-time

Location: Somerset House, London & working from home & worldwide travelling on tours.

Askonas Holt is one of the world’s leading arts management companies, specialising in the field of classical music. We represent many prestigious conductors, singers and instrumentalists with international careers, and arrange tours for orchestras, ensembles and dance companies all over the world.

We are a welcoming and expanding team of talented, experienced and committed individuals with a passion for the arts and for creating projects.

Due to growth and promotions within the department we have an exciting opportunity for an Assistant Project Manager to join our busy Tours & Projects Department, to work as a part of a team to deliver tours for a wide variety of orchestras & ensembles, artist-led projects, and dance companies.

WHAT YOU WILL BE DOING

* tour management: including accompanying orchestras and ensembles on tour, taking responsibility for the day-to-day logistics, and dealing with orchestra management, performers and local partners as appropriate
* project logistics: responsible for producing the tour schedules including the arranging of group flights, hotels, buses, visas and work permits, and the delivery of schedules and itineraries as required
* production and technical: responsible for co-ordinating all artistic and technical details for the tour between orchestra management, artists and venues / local partners
* financial management: lead on monitoring tour budgets and controlling costs, completing withholding tax applications and producing a tour reconciliation at close of project
* assisting with promotion and marketing support for projects
* researching venues and promoters, and assisting with the setting-up of new projects
* assisting with website administration duties

WHAT WE ARE LOOKING FOR FROM YOU

* have relevant experience working in arts administration, or in a related discipline
* be confident to take a lead role in the production of complex projects, including the ability to co-ordinate high volumes of information
* demonstrate a good sense of initiative, an ability to prioritise and to meet deadlines and to cope successfully with pressure situations
* possess excellent communication skills, able to adapt to a variety of contexts
* be a good team player, well-organised and motivated, with excellent communication skills, in writing and verbally
* be willing to undertake significant international travel as an integral part of their duties
* have a keen interest in the arts sector

DESIRABLE COMPETENCIES

* have experience with working on production, technical or staging aspects of music dance or theatre projects
* foreign language skills are an advantage

Please visit the Careers page of our website to complete an application form by the closing date, 19 January at 5pm. We do not accept CVs.

The salary for this position is £32,000 per annum plus great benefits.

We welcome and encourage applications from candidates who are under-represented in the creative industries.