JOB DESCRIPTION: ASSISTANT ARTIST MANAGER

Job Title: Assistant Artist Manager

Department: Conductors and Instrumentalists

Hours: Full-time

Location: Offices at Somerset House 3 days a week & working from home 2 days a week.

Askonas Holt is one of the world’s leading arts management companies, specialising in the field of classical music. Working all over the world, we nurture both established and emerging talent through personal, bespoke management, as well as arranging international tours for the world’s leading orchestras and dance companies.

Throughout our long history, we have built our reputation on the care we devote to all aspects of artists’ careers, to our relationships with promoters and venues across the world, and to each of the tours and projects that we manage.

At the heart of everything we do is a passion for classical music and the performing arts, and a desire to bring high quality performances to every corner of the world.

This is a great opportunity to work in Artist Management with amazing colleagues who will make sure you take your career to the next level.

WHAT YOU WILL BE DOING AND LEARNING

* Service artist engagements from diary entry onward, including travel and visas where appropriate.
* Send accurate and timely schedules to our artists.
* Assist in management of performances; coordinating artist’s needs backstage and other promotional activities
* Assist with selling strategies in liaison with managerial team, negotiating fees and discussing programmes.
* Assist with website/PR support and updating artists’ marketing materials for their designated artist list
* Issuing and processing contracts
* Organise rehearsal schedules
* Data entry

WHAT WE ARE LOOKING FOR FROM YOU

* Ideally previous administration experience within artist management
* Passionate about creativity and the arts
* Well-organised with strong attention to detail
* A keen problem solver
* Eager to learn from the team around you
* Ability to prioritise a workload
* Able to resolve tricky situations calmly and effectively
* Excellent verbal and written communication skills
* Experience in an administration role

The application deadline is Wednesday 20th November at 5pm. The salary for the position is circa £28,000 per annum.

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

If you are interested in this position, please complete an application form here <https://askonasholt.com/careers>