­­JOB DESCRIPTION: ASSISTANT ARTIST MANAGER

Job Title: Assistant Artist Manager

Department: Singers

Location: Offices at Somerset House, London & working from home.

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. You will have the opportunity to work from home and our offices in Somerset House. We ask that you come to the office at least 3 days a week.

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

* Significant experience in arranging visas, accommodation, and travel for business travellers.
* Ideally experience or knowledge of music industry
* 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

Please go to our website to complete an application form by the closing date, 25 July 5pm. We do not accept CVs.

The salary for this position is £30,000 per annum plus great benefits.

We welcome and encourage applications from candidates from underrepresented backgrounds in the creative industries