



JOB DESCRIPTION

Date: 6 September 2017
Job Title: Assistant Artist Manager
Department: Artist Management, Singers, Conductors and Instrumentalists
Reports to: Associate Director

THE COMPANY

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.

askonasholt.co.uk

THE POSITION

The Assistant Artist Manager is part of a team responsible for several internationally respected artists alongside Artist Managers within the conductors, instrumentalists and singers team. The more established artists have specialised and detailed needs while our clients beginning their careers require development, planning and nurturing.

You will be required to write biographies, schedules, letters and emails. You will have regular contact with artists and promoters and the individual in this role needs to be extremely well-organised with excellent administrative skills and remain calm under pressure to meet our clients' expectations.

There are regular opportunities to attend evening concerts in London and some element of outside hours and travel is expected in this role occasionally outside of the UK.

Key responsibilities

- liaising with artists, promoters and travel department regarding engagement details and production of final itinerary
- liaising with media representatives to set up interviews, CD signings etc.
- collating rehearsal and concert details
- updating the website, including publicity material and social media
- inputting booking data into the computer diary database
- distributing publicity materials, including photos, biographies and concert schedules as required
- checking and processing contracts
- assisting artists with applying for social security and tax certificates
- assisting with ad-hoc project work as required.

The successful candidate will:

Essential

- have relevant experience working in classical music or a related business

MAKING MUSIC HAPPEN

Askonas Holt Limited

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Registered Office 11-15 William Road, London NW1 3ER
Registered in England No. 3385237 VAT No. GB 719 0063 53



Askonas Holt

- be educated to degree level or equivalent
- demonstrate a strong understanding of the needs and expectations of artists and promoters
- have a strong geographical awareness
- have knowledge of core classical repertoire
- demonstrate excellent verbal and written communication skills
- be comfortable undertaking travel both in the UK and abroad
- be highly motivated
- be well organised with excellent administrative skills
- have the ability to think clearly, quickly and creatively
- remain calm under pressure
- be able to prioritise and multi-task
- possess excellent computer skills and a good knowledge of databases
- combine the ability to work well in a team with the ability to work independently

Desirable

- foreign language skills are an advantage

A competitive salary will be offered to the successful candidate.

The closing date for applications is 5pm on Monday 25 September 2017. Please send your covering letter and CV to hr@askonasholt.co.uk with 'Assistant Artist Manager' in the subject field. First interviews will be held on 28 and 29 September 2017. Only successful candidates will be contacted for interview.

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