



JOB DESCRIPTION

Date: 11 January 2018
Job Title: Assistant Artist Manager
Department: Singers, Directors & Accompanists
Reports to: Artist Manager and 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.

Based in central London, we employ a welcoming and expanding team of talented, experienced and committed individuals with a passion for the arts. As well as competitive salaries, colleagues are rewarded with a friendly working environment, the chance to work with exceptional talent, and a variety of benefits.

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 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
- editing audio-visual material for marketing purposes
- 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
- be educated to degree level or equivalent

MAKING MUSIC HAPPEN

Askonas Holt Limited

15 Fetter Lane, London EC4A 1BW, United Kingdom

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Askonas Holt

- demonstrate a strong understanding of the needs and expectations of artists and promoters
- possess 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

The closing date for applications is 5pm on Friday 25 January 2018. To apply, please send your covering letter and CV to hr@askonasholt.co.uk with 'Assistant Artist Manager' in the subject field.

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