



## JOB DESCRIPTION: PROJECT ADMINISTRATOR

**Date:** 2 May 2019  
**Job Title:** Project Administrator (18-month contract)  
**Department:** Tours & Projects  
**Reports to:** Senior Project Administrator

### 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.com](http://askonasholt.com)

### THE POSITION

We seek a Project Administrator to work in our busy Tours and Projects Department for an 18-month contract. Under the supervision of the Director of the Department and reporting to the Senior Project Administrator, the successful candidate will join a team of ten people, working at the highest level to deliver tours and projects for a wide variety of Touring Partners, which include many orchestras, ensembles, and other leading performing arts institutions.

#### Key responsibilities

- 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: including the arranging of group flights, hotels, buses, visas and work permits, and the delivery of schedules and itineraries as required
- financial management: including monitoring tour budgets, controlling costs and assisting on withholding tax applications
- 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

#### The successful candidate will

- have relevant experience working in arts administration, or in a related discipline
- demonstrate a good sense of initiative, an ability to prioritise and to meet deadlines and to cope successfully and gracefully with pressure situations
- 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 classical music and/or dance

#### Desirable competencies

- have experience with working on production, technical or staging aspects of music and/or dance projects
- foreign language skills are an advantage, ideally Mandarin

A competitive salary will be offered to the successful candidate.

**The closing date for applications is 5pm on Friday 24 May 2019. To apply, please send your cover letter and CV to [hr@askonasholt.com](mailto:hr@askonasholt.com) with 'Project Administrator' in the subject field. Interviews will be held in the first week of June. Only successful candidates will be contacted for interview.**