



JOB DESCRIPTION: PROJECT MANAGER

Date: 2 May 2019
Job Title: Project Manager
Department: Tours & Projects
Reports to: Director, Tours & Projects

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

THE POSITION

Askonas Holt is looking for a Project Manager to work as a part of its busy Tours and Projects team to deliver tours for a wide variety of orchestras and dance companies and soloists. The Project Manager will provide strategic guidance to a range of Touring Partners in their international touring activities. The Project Manager will initiate and manage tours and special projects for our Partners, which include many orchestras, ensembles, and other leading performing arts institutions.

Key responsibilities

- managing, coordinating and monitoring the different elements of each project
- collaborating closely with our partners across different territories to implement each project efficiently and effectively
- travelling extensively all over the world to accompany and assist clients on their international tours, and to meet partners as needed
- working closely with the Project Administrators assigned to the different projects

The successful candidate will have

- strong relevant experience selling and setting up projects, ideally with orchestras, dance companies, venues or festivals, or in a related business
- an ability to integrate quickly and smoothly into a team, and be a motivated, effective team player, and have excellent communication skills, both written and verbal
- an ability to be pro-active, well-organised and able to meet deadlines
- an ability to focus concurrently on many different projects, recognising the importance of timelines
- a willingness to travel regularly – this position involves a considerable amount of international and long-haul travel
- the ability to represent Askonas Holt and our Touring Partners all over the world, as well as acting as an ambassador for our prestigious roster of solo artists

Desirable competencies

- background and previous experience with projects that involve production, technical and staged elements in any form
- foreign language skills are an advantage

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 with 'Project Manager' in the subject field. Interviews will be held in the first week of June. Only successful candidates will be contacted for interview.