



## JOB DESCRIPTION: PROJECT ADMINISTRATOR

**Date:** 5 September 2019  
**Job Title:** Project Administrator (18-month contract)  
**Department:** Tours & Projects  
**Reports to:** Senior Project Administrator

### THE COMPANY

With a history dating back to 1876, Askonas Holt Ltd. is an established leader in classical music and performing arts management. Based in London and working worldwide, we nurture the careers of established and emerging artists through personal, bespoke management, and manage international tours for renowned orchestras and dance companies.

We are a welcoming team of creative and committed individuals who are passionate about the arts and the role they play in enriching our society. As an employer, we offer competitive salaries and varied benefits, as well as a friendly office environment and the opportunity to work with extraordinary artists.

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

### THE POSITION

We seek a Project Administrator to work in our busy and growing Tours & 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 Tuesday 24 September 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. Only successful candidates will be contacted for interview.**