

JOB DESCRIPTION



➤ Assistant Artist Manager Position

JOB TITLE:	Assistant Artist Manager
REPORTING TO:	Managing Director
SALARY RANGE:	£17,000-£19,000 pro rata
BASIS:	Full time, Monday – Friday, 9:30am – 5:30pm (with a one-hour lunch break)
LOCATION:	London: China Works, Black Prince Road, SE1 7SJ
START DATE:	1 July 2019
DURATION:	Initial Fixed Term of 6 Months, subject to potential extension.

ABOUT US

CLB Management is an artist and project management agency operating from London. Rapidly approaching our 20th anniversary, we are proud to present an outstanding roster of internationally acclaimed artists from the conducting, solo, vocal and ensemble platforms, as well as award winning international tours and cross arts productions. Led by Managing Director, Catherine Le Bris, our boutique team garners a wealth of creativity and prides itself on an attention to individualism and bespoke management.

MAIN PURPOSE OF THE JOB

The Assistant Artist Manager will work alongside the Associate and Artist Managers, and Operations Manager. The selected candidate will be looking after global artist servicing, from day-to-day interaction with promoters and artists, to travel and visa arrangements via the editing of promotional materials and the management of diaries and databases.

KEY ACCOUNTABILITIES

Artist administration

- Maintain the online diary of selected artists
- Collate and update our system with information on dates, venues, fees, times of rehearsals and concerts, as well as repertoire
- Check visa and work permit requirements and make the applications where necessary
- Check tax/VAT/withholding tax requirements and make withholding tax applications where necessary
- Liaise with promoters and artists for production matters, including but not limited to complimentary tickets, interviews, biographies
- Liaise with promoters and artists for logistic matters, including but not limited to travels, accommodation, ground transportation, scheduling
- Provide the artist with a full itinerary
- Process and draw up (when relevant) performance contracts
- File the finalised contracts into our system and make sure that all details are correct

General administration

- Maintain our databases of contacts and make sure that clients' and promoters' details are up-to-date

Marketing, Website & Social Media

- Browse and collate reviews following selected artists' performances
- Maintain biographies, discographies and repertoire lists for selected artists, as directed by the Associate/Artist Manager
- Maintain files containing selected artists photographs and other press material
- Assist with the preparation and delivery of marketing campaigns (newsletters, etc.)

Others

- Assist the Associate/Artist/Operations Managers with any ad hoc task, as and when required
- Attend rehearsals and performances as required (sometimes in the evening and on weekends)

BENEFITS

- 20 days of paid holiday per calendar year, pro rata, in addition to statutory bank and public holidays. Some additional days of paid holiday will be granted during the office closure period, between Christmas and New Year.

ADDITIONAL INFORMATION

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the postholder.

CLB Management is an equal opportunity employer and value diversity. We welcome applicants from all backgrounds.

The postholder will actively follow CLB Management policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The postholder will maintain an awareness and observation of Fire and Health & Safety Regulations.

PERSON SPECIFICATION

➤ Assistant Artist Manager



We are looking for someone with a passion for, and knowledge of classical music, polished organisation and communication skills, and the ability to multi-task. Candidates need to be able to work efficiently both independently and as part of a team. A good level of written and spoken English is essential. Knowledge of foreign languages is advantageous.

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

E = Essential

D = Desirable

	E	D
High level of accuracy, attention to detail	X	
High level of interpersonal and communication skills, verbal and written, with an ability to maintain professional discretion	X	
Be quick, efficient and able to work under pressure	X	
Ability to manage and prioritise a large number of varied tasks with multiple deadlines	X	
At least 6 months' experience in an administrative role	X	
Experience in a relevant and related area of the classical music business		X
Experience of scheduling and organising extensive travel arrangements		X
Experience of handling international visa applications		X
Methodical and well-organised with the ability to work on one's own initiative	X	
Ability to work effectively as part of a team	X	
Willingness and ability to adapt to new systems quickly	X	
A good knowledge of, and active interest in, classical music	X	
Welcoming, helpful and professional manner	X	
Computer literacy and familiarity with the Microsoft Suite of software to high level in Word, Excel, Email and the internet	X	
Fluent in English (written and spoken)	X	
Good numeracy skills	X	
Music degree		X
Working knowledge of at least one additional modern language		X