

JOB TITLE: ASSISTANT ARTIST MANAGER (Full-time or part-time [minimum 3 days a week])

Location: Hybrid working at Somerset House, London, and working from home

Start Date: Monday 7 October 2024 or by agreement

About

We are seeking an enthusiastic, bright and highly organised individual to join our boutique classical music management agency, Lewis Holland Artist Management. We are a business specialising in the management of singers, priding ourselves in providing the highest level of care to our artists with an international reach within the industry. As an essential member of the company, you will be responsible for servicing artists' engagements from diary entry onwards, and liaising with artists and promoters around the world on a daily basis. For the right individual this position offers mentorship and growth, so is perfect for someone with a passion for opera and classical music who is looking to develop their career in the arts, in a dynamic, fast-paced yet kind and nurturing environment.

General duties:

- Liaising with opera houses, concert promoters and local agents throughout the world
- Servicing engagements from diary entry to completion, including travel, accommodation, visas and work permits wherever appropriate. This also includes the coordination and organisation of rehearsal schedules, promotional activities and any matters related to the engagement, including but not limited to:
 - Creating and sending artist schedules
 - Diary management using the online database, Overture
 - Updating and circulating publicity and marketing materials
 - Maintaining the company website
 - Processing and issuing contracts
 - Drawing up and sending fee and commission invoices
 - Arranging and attending meetings with UK and international promoters
 - Occasional weekend or evening work
 - Attending concerts and industry events in the UK and occasionally further afield
 - There is the opportunity to travel widely to attend performances and meetings

Person Specification

Essential:

- Relevant work experience in the arts, ideally in the realm of artist management
- Passion for and knowledge of classical music, in particular opera and vocal works
- Strong organisational and time-management skills; ability to prioritise a workload
- Critical attention to detail and methodical problem solver
- Excellent verbal and written communication skills
- Reliable, conscientious and highly organised
- Empathetic with the ability to work calmly under pressure,
- Team player with a high level of self-motivation

Desirable:

- Prior experience in using the database, 'Overture'
- Working knowledge of a second language

Salary and Benefits: Competitive and based upon prior experience.

Please send up your cover letter and CV to imogen@lewishollandartistmanagement.com before the closing date, Thursday 12 September 2024.