



Senior Artist Administrator, Fidelio Arts Ltd, London

Fidelio Arts is a private office and management company for one internationally acclaimed musician, with established relationships among promoters, orchestras, venues and industry partners worldwide.

We are seeking an experienced Senior Artist Administrator to join our small team. Full-time, part-time and job-share applicants are welcome. You will take day-to-day responsibility for the artist's diary, international travel and visas, contracts and promoter liaison, bookkeeping and tax applications, and liaison with advisers.

You will bring substantial administrative experience, ideally in international touring, cultural management or concert presenting, and confidence with senior promoters. Educated to degree level or with equivalent experience, you will be a self-starter who works with clarity and great discipline: exceptionally organised, calm under pressure, discreet and an excellent writer.

Permanent, following a three-month trial. Flexible, hybrid working, with up to two days a week in central London. For the right candidate, salary above industry norms, circa £30-£55k.

Send your CV and cover letter to mark@fidelioarts.com by 6 November 2026. Only shortlisted candidates will be contacted. Applicants must have the right to work in the UK.

Fidelio Arts Ltd is an equal opportunities employer. We actively welcome applications from people of all backgrounds, ages and experiences, including those who are under-represented in the classical music industry, and from people returning to work after a career break or caring responsibilities.

We will consider every application on merit. If you need any adjustments to the application or interview process, please let us know.