

## **ARTIST MANAGER**

### Job Description

Maestro Arts offers a bold new vision for the performing arts. Our international management company provides worldwide representation for conductors, instrumentalists, singers, composers, visual artists, lecturers, stage designers and directors. We seek to unite outstanding performers from the world of classical music with innovative visual artists, other creative partners, international venues and arts organisations.

The Artist Manager is responsible for managing the career of a portfolio of artists, devising performing and recording strategy for them, and maintaining company relationships with promoters and any local agents, as appropriate, assessing their effectiveness regularly.

Artist Managers have overall responsibility for the work carried out on behalf of each artist, and for reflecting the Company strategy, with emphasis on creative partnerships and innovation in everything we do.

The Manager reports to the Managing Director.

### **Key activities**

- To promote a portfolio of artists, consulting with them regularly concerning the progression of their careers
- To manage their diaries
- To negotiate fees and contractual arrangements for all engagements
- To lead on maintaining biographies and homepages for these artists, in conjunction with Artist Administrators
- To attend key events
- To represent the company's full list of artists as appropriate
- To work with the administrators responsible for these artists
- To support the activities of the Company as far as is reasonably possible, when opportunities arise, by engaging the Company's own artists and through the creation of such opportunities
- To represent the Company and its artists when travelling abroad
- Any other duties the company may request you to do from time to time

### **Flexibility:**

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. It is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation, which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post holder to be developed and maximised to the mutual benefit of both employer and employee.