

## **ARTIST MANAGER**

### Person Specification

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

### **Key attributes**

**Flexible** – adapts quickly to changing needs, international schedules, and business demands.

**Organised** – manages multiple priorities, and deadlines simultaneously with strong organisation.

**Adaptable** – works effectively across diverse international contexts.

**Proactive and driven** – identifies opportunities and resolves issues independently.

**Artist Management** – strong track record of managing artists, including career development, planning and diaries.

**Negotiation & Contracts** – experienced in negotiating fees and contractual terms with promoters and partners.

**Communication** – clear, confident communicator with strong relationship-building skills.

**Strategic Thinking** – develops and delivers effective career strategies aligned with artistic goals and company direction.

**Attention to Detail** – a sharp eye for nuance, with the ability to apply sound judgement.

**Collaboration** – works closely with administrators and managers and contributes to team and company priorities.

**Representation** – professional and credible in representing artists and the company internationally.

**Business Acumen** – able to identify opportunities and make sound, practical decisions.

**Technical** – confident using office systems and digital platforms for artist and project management, familiar with Overture.

**Languages** – additional languages advantageous.