

## Ikon Arts Management

[www.ikonarts.com](http://www.ikonarts.com)

### Job vacancy: Associate Artist Manager

Ikon Arts Management is a forward-thinking music management agency representing some of the finest musicians in the world. With over 20 years' experience in music management Ikon Arts Management develops world-wide concerts and tours, special projects and events for some of the world's leading *a cappella* vocal groups, classical musicians and diverse contemporary ensembles.

#### Job Description:

We are looking for a full time **Associate Artist Manager** to join the Ikon Arts Management office, working closely with the Directors, Artist Managers, and Administrators. Candidates should be should be educated to degree level with excellent organisational, interpersonal and communication skills with an eye for detail and the ability to multitask in a busy office environment. At least one year's experience within the classical music industry is essential. The role will include some selling of selected artists on our roster, as well as assisting in the production of our own concert series in central London, so would suit a candidate looking for the next step in their music management career.

Candidates need to be pro-active, presentable and have experience of dealing directly with the public. The role requires the ability to deal with people diplomatically and to represent the company and/or artists in various scenarios including over the phone, meetings and at concerts. The successful candidate will be a confident and energetic individual with the capability to work as a team player and learn quickly. The ability to speak another European language would be preferable but not essential.

#### Key duties and responsibilities:

- Some selling of a select number of artists on our roster and developing selling strategies in liaison with the Artist Managers
- Assisting in managing and producing our concert series in central London
- Diary maintenance (Artifax Agent)
- Travel & accommodation arrangements & itineraries
- Arranging meetings, business trips, tickets for concerts etc for artist managers
- Organisation of artists' visas, work permit and withholding tax applications
- Assisting the artist managers with PR and marketing strategies
- Contract management & invoicing
- Assisting with the company's special projects

The job is from our Islington office on Monday – Friday between 10am – 6pm with a one hour lunch break. The position also requires the flexibility to attend concerts and other events (possibly over the weekend) as necessary.

Start date: April/May 2015

Location: Islington, London

Salary: £22-24K negotiable D.O.E

To apply, please send a CV and covering letter to Holly Skelton: [holly@ikonarts.com](mailto:holly@ikonarts.com)

Closing date: 20<sup>th</sup> March 2015 with interviews week of 23<sup>rd</sup> March