**Job vacancy: Artist Manager**

Ikon Arts-Edition Peters is a forward-thinking music management company representing some of the world’s leading vocal groups and chamber music ensembles, as well as established and emerging soloists, composers and conductors. Working alongside the iconic Edition Peters publishing group, we are committed to developing all areas of our artists’ busy careers, and to responding to the changing international classical music landscape. In addition to our artist management portfolio, we work on selected special projects.

Staff members work collaboratively, with individuals able to make an impact on our future growth.

**Job Description:**

We are looking for a full time *Artist Manager* to join the Ikon Arts Management office, working closely with the Director, Artist Managers, and Assistant Artist Managers. Candidates 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 three years’ experience within the classical music industry is essential, preferably within a similar agency role, and preferably with some prior experience managing artists and dealing directly with promoters and industry contacts. The role will include the selling and management of a select group of artists on our roster, with a particular focus on choral groups, singers and conductors. This job would suit a candidate with experience at an Associate or Manager level who is looking for the chance to manage their own roster of artists, and take the next step in their music management career.

Candidates need to be proactive and conscientious, with a proven track record and an active interest in classical music, including repertoire. 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:**

- Management of a select number of artists on our roster, including selling and booking of concerts and the development of long-term career strategies
- Developing and maintaining relationships with promoters and industry contacts across the world, including local territory managers where relevant, and acting as the main point of contact for artists
- Managing and delegating to junior colleagues and managing each artist’s diary through Overture, including all logistical aspects of artists’ performances
- Negotiating fees and contract terms; overseeing finances and creating financial predictions
- Organisation of artists’ visas, work permits and withholding tax applications where appropriate
- Assisting with the company’s special projects

This is a full-time position, working from our Old Street office. Standard office hours are Monday to Friday, 10am to 6pm. The position also requires the flexibility to attend concerts and other events (possibly over the weekend) as necessary, and some international travel.

**Start date:** April 2020  
**Salary:** dependent on experience  
**Closing date:** 12:00 on Monday 24th February 2020, with interviews the same week  
To apply, please send a CV and cover letter to Ellie Shouls, Artist Manager – Ikon Arts Management: eloise@ikonarts.com