

MAESTRO*ARTS*

ARTIST ADMINISTRATOR

Job Description

Maestro Arts offers a bold new vision for the performing arts. Our international management company provides worldwide representation for conductors, 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 Administrator is responsible for servicing the engagements of a designated Artist list. Self-motivated, the Administrator manages their own contacts with clients, workflow and priorities, working in close consultation with the Artist Managers, who have overall responsibility for the work carried out on behalf of each client. The Administrator reports directly to the Line Manager.

Principal areas covered include:

- Diary maintenance
- Travel, accommodation and visa arrangements
- Contract management
- Assist with promotional material updates
- Assist with producing sales material for Managers' sales trips
- Assist with general support for the Maestro Arts Events
- Client accounting

Key activities:

- Maintain an accurate, up-to-date diary for each Artist or Project for whom the Administrator is responsible, using the customised Overture database. To be aware also of any floating/undated engagements.
- Contract the engagement, once the Manager has completed contractual negotiations, checking all contracts and ensuring their timely execution.
- Ensure that all arrangements for any performance, recording session, audition or rehearsal, relevant to each engagement, have been agreed, and that all relevant people are informed. This includes liaison between Artists and promoters over venues, times etc; obtaining scores/music; obtaining rehearsal orders and arranging meetings between conductors and Artists; arranging instrument transportation; obtaining details of any sponsors' receptions for the Artist. Co-ordinate any press interviews and photo sessions, liaising with publicists where appropriate.
- Produce and maintain updated publicity and sales material (including schedules, biographies, discographies, pictures, press quotes). Liaise with the Communications Manager to produce and upload stories about artists and projects for the company website and social media accounts.
- Make all necessary travel and accommodation arrangements on behalf of the Artist, where appropriate, and produce a fully detailed (computerised) itinerary for every engagement.
- Obtain any necessary work permits and visas on behalf of the Artist. Formulate and submit withholding tax applications.

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- Undertake occasional 'on-the-road' duties as appropriate. This may include meeting an Artist at an airport, railway station, hotel etc.
- As directed and where appropriate, to deputise for the Artist Manager. To be the point of contact for the Artist Manager when the Manager is out of the office and to deputise in all respects, in consultation with another senior member of staff (usually a Manager). This may include making initial diary/availability checks when a manager is unavailable or as required but always without final commitment – this is subject to the Manager's approval.
- 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. This enables the particular expertise of the post holder to be developed and maximised to the mutual benefit of both employer and employee.