

ARTIST ADMINISTRATOR

Person Specification

Reporting directly to the Line Manager, the Artist Administrator is responsible for servicing the engagements of a designated Artist list. 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.

Key attributes

Flexible – a high degree of flexibility and comfort with rapid and constant change.

Multitasker – ability to meet deadlines and set priorities, but also switch and reset them as needed.

Adaptable – quick learner who enjoys tackling new challenges and is able to work independently.

Proactive – shows initiative, confident in solving problems and researching information independently.

Administration – experience of organising travel in a professional environment and of contracting engagements and associated paperwork. A good planner, able to look ahead and anticipate needs and prioritise a complex workload.

Communication – ability to communicate clearly both verbally and in writing.

Attention to detail – keen eye for detail and accuracy in scheduling and proofreading web and/or print copy.

Technical – familiarity with cloud-based computing would be desirable. A good understanding of both Microsoft and Mac OS packages.

Team Player – strong collaboration skills, proactive and attentive.

Industry – key experience in or a keen interest in our industry.

Languages – key European language(s) skills, written or spoken, would be very welcome.