

Ikon Arts Management
www.ikonarts.com

Job vacancy: Associate Artist Manager and Marketing Manager

Ikon Arts Management 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 international PR agency Nicky Thomas Media, 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 an **Associate Artist Manager** and **Marketing Manager** (preferably one hybrid full time role or two part time positions) to join the Ikon Arts Management office, working closely with the Director, Artist Managers, and Assistant Artist Managers. This is a dual role, comprising a mixture of artist management - working with a select number of artists on our roster - and management of the company's marketing and social media accounts. 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 two 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 number of artists on our roster.

Another key part of the role will be to run the company's social media channels, and also create interesting content for our artists' platforms and websites. Candidates must have a clear interest in using social media (mainly Instagram, X and Facebook) and writing interesting and compelling content to boost engagement. The ideal candidate should have an artistic eye, be confident in their ability to write compelling copy, and work with artists to create specific social media strategies. Some experience with graphic design is preferable.

This job would suit a candidate with experience at an Assistant level who is looking for the chance to take the next step in their 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, negotiating fees, and booking of concerts as well as diary management
- Managing social media platforms for the company and individual artists' platforms. This includes creating interesting posts and stories, updating promotional materials, being consistent with

branding, writing compelling news items, editing and maintaining websites for our artists and projects, monitoring media coverage, and editing images

- 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
- Assisting with the company's special projects
- Assisting with the general running of the office such as answering telephones, organising meeting rooms, welcoming visitors, and responding to artists' requests

The successful applicant(s) will be required to work from our office situated between Brixton and Stockwell within a vibrant hub of arts organisations. Normal office hours are Monday to Friday 10am–6pm. The position also requires the flexibility to attend concerts and other events as necessary, and some international travel.

Start date: Spring 2024

Salary: £28,000 - £30,000 dependent on experience

Closing date: 12:00 on Monday 18th March 2024

To apply, please send a CV and cover letter to Ellie Shouls, Senior Artist Manager, Ikon Arts

Management: eloise@ikonarts.com