

**Ikon Arts Management**  
www.ikonarts.com

**Job vacancy: Assistant Artist 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. 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 enthusiastic individual to join the Ikon Arts Management office as an Assistant Artist Manager.

The successful candidate should be educated to degree level or equivalent, with excellent organisational, interpersonal and communication skills with an eye for detail and the ability to multitask in a busy office environment. An understanding of social media and knowledge of Microsoft Office is essential. Knowledge of classical music is essential and some experience within the classical music industry is desired.

Candidates must be proactive and presentable. The role requires the ability to deal with people diplomatically as well as representing the company and/or artists in various scenarios including over the phone, and at meetings and concerts. The successful candidate will be a confident and energetic individual with the capability to work as both part of a team and independently. The ability to speak another European language would be preferable but not essential. Career development within the role is encouraged.

**Key duties and responsibilities:**

- Liaising between the artists, artist managers, agents and promoters and responding to their requests
- Maintaining artists' dairies and the office database (Overture) and ensuring they are up to date at all times
- Producing detailed and accurate concert itineraries and organising all logistical aspects of artists' performances. This includes travel, accommodation and rehearsals in accordance with artists' needs
- Organisation of artists' visas, work permits and withholding tax applications
- Assisting the artist managers with contracts and invoices
- Updating and creating marketing materials such as websites, collating reviews, and social media management
- 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 (full time). The position also requires the flexibility to attend concerts and other events as necessary, and there is the potential for some international travel.

Start date: Autumn 2024

Salary: Dependent on experience, starting from £27,000

Closing date: 12:00 on Monday 12<sup>th</sup> August 2024

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

[eloise@ikonarts.com](mailto:eloise@ikonarts.com)