



Job Description

Job Title: Associate Artist Manager

Location: Hybrid working from home as well as our offices in London (180 Strand) & Reigate

About:

We are looking for a highly organised person to join our team to help support our very busy international roster. MWA Management represents many of the leading opera singers today and offers its clients worldwide representation and bespoke servicing to help manage and further their careers. As a member of a small and dynamic team, you will be liaising with top international artists and promoters on a daily basis. This is the perfect opportunity for someone who is interested in developing their artist management career at the highest level.

General duties:

- Servicing artist engagements:
 - Sending travel and accommodation options and booking when necessary.
 - Arranging visas where appropriate.
- Sending accurate and timely schedules to our artists.
- Assisting artist managers with sales for a wide range of artist.
- Negotiating fees and contracts when appropriate.
- Assist in management of performances, coordinating artist's needs backstage and other promotional activities.
- Issuing and processing contracts.
- Organise rehearsal schedules.
- Artist diary management.
- Liaising with a different range of external contacts (including venues, other agencies and promoters) to help with the logistical aspect of the engagement.
- Sending fee and commission invoices to ensure prompt payment.
- Arranging and attending meetings, as required, with UK and international promoters.
- Attending concerts and industry events as required, whether in the UK or abroad.
- Occasional weekend or evening work, either related to concert attendance or due to emergencies.
- Assisting with website/PR support and assisting with weekly/monthly social media tasks.
- Basic PA duties to Maria Mot and Manager when required (booking tickets for upcoming performances, backstage access etc).
- Updating marketing materials including biographies and press kits.

Essential:

- At least 2 years of relevant work experience in the industry, ideally in an artist management agency.
- Knowledge of opera and vocal works.
- Strong attention to detail.
- Reliable, conscientious, and highly organised.
- Ability to prioritise a workload in a fast-paced environment.
- Able to resolve tricky situations calmly and effectively.
- Excellent verbal and written communication skills.
- Experience in an administrative role.
- Proactive and the ability to show a positive and flexible approach.
- Ability to work well within a team.
- Right to work in the UK.

Desirable:

- Prior experience in using Overture
- Working knowledge of a second language

Please send your cover letter and CV to charlotte@mwamanagement.com before the closing date, **Wednesday 08 April 2026**.

The salary and benefits for this position will be competitive and based on experience.

We welcome and encourage applications from candidates who are under-represented in the creative industries.