



Job Description

Job Title: Assistant Artist Manager

Location: Hybrid working at 180 Strand (London), Reigate & working from home.

General duties:

- Servicing artist engagements:
 - Sending travel and accommodations option and booking when necessary
 - Arranging visas where appropriate
- Sending accurate and timely schedules to our artists
- Assist in management of performances; coordinating artist's needs backstage and other promotional activities
- Assisting with website/PR support
- Updating marketing materials
- Issuing and processing contracts
- Organise rehearsal schedules
- Artist diary management
- PA duties to the Director such as diary management and travel logistics where necessary; organising her meetings; etc.
- 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
- Attending concerts and industry events as required
- Assisting with general office administration when required

Essential:

- Excellent administrative skills
- Strong attention to detail
- Ability to strive under pressure and prioritize
- Multitasking
- Reliable, conscientious, and highly organized
- Ability to stay calm under pressure and resolve complex situations calmly and effectively
- Ability to work well within a team

Desirable:

- Know-how of organizing international travel, visas and work permits
- Working knowledge of a second language
- Good knowledge of opera and vocal works

Please send your cover letter and CV to charlotte@mwamanagement.com before the closing date, 30th of September 2025 5pm.

The salary for this position will be based on experience, plus great benefits.

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

Please note that applicants must have the right to work in the UK.