

Freelance Artist Manager

About Polyphony Arts

Polyphony Arts Ltd is a classical music artist and project management organisation, and we are expanding.

We are looking for an Artist Manager to join our growing artist management team.

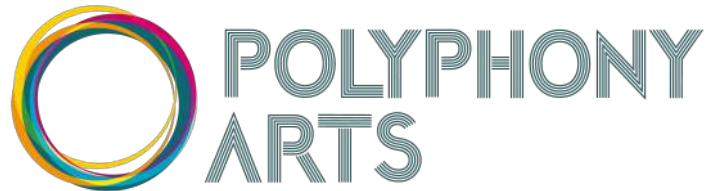
You can find out all about us and what we do on our [website](#), and really get to know us via our podcast, [Music Works](#).

Artist Manager Job Specification

- Artist management
 - Researching contacts for concert venues/societies worldwide
 - Pitching artists, programmes and projects to promoters and venues
 - Developing and maintaining relationships with promoters and venues
 - Maintaining a database of contact details and contact history, relating to the above
 - Assisting with concert arrangements and artist logistics for local, national and international events
- Marketing
 - Preparing and maintaining artist marketing materials
 - Website updating
 - Social media
 - Press releases
 - Blog posts and news
- Writing funding applications (training available)

Essential qualities and experience

- A background in/working knowledge of classical music
- A network of classical music contacts
- Meticulous attention to detail
- Excellent record keeping
- Ability to work independently and be self-motivated
- Ability to manage time and meet deadlines



- Access to and proficiency in using a range of computer software (training and access to specific programmes will be provided where needed)
- Good communication skills, particularly excellent written English.

Desirable experience

- Classical music artist and project management
- Fundraising and grantfinding
- Website editing, especially WordPress
- Ability to speak/write in language/s other than English
- Using software such as Trello, Hubspot, Dropbox, Content Studio, Slack and Zoom
- Marketing, branding, press and publicity
- Social media experience

Artist Manager particulars and how to apply

All roles at Polyphony Arts Ltd are currently freelance, part time, and flexible remote working.

At Polyphony Arts we advocate for and are dedicated to equality, diversity and inclusivity. This role is open to everyone, regardless of gender identity, race, and social or cultural background.

The remuneration for the Artist Manager role is £80 per six-hour day. The role will commence in September 2021 with approximately 8 days per month.

If interested, send a CV and covering letter or introductory video, including details of your experience and qualities including those listed in the list above, to Katie Beardsworth on contact@polyphonyarts.com.

Deadline for applications: 5pm on Friday 11 June 2021

If you need any of this information in an alternative format, please let us know at contact@polyphonyarts.com.