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# Example of Artist Manager Job Description

Our company is growing rapidly and is hiring for an artist manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for artist manager

* Client Gig Lists
* LA gig lists
* Artist Manager Duties
* Maintain the organization up date folders on the server utilized by the Childrens Design Team
* Serve as creative team’s liaison to provide info needed for web & printed materials for sponsor events, presentations
* Generate content and business relationships that contribute to other areas of company growth (media exposure, web traffic, consumer data)
* Manage high-level planning and negotiation of any artist related events, collaborations and/or sponsorship agreements
* Together with Production, contribute towards the casting of artists for project crew plans
* Ensure that an intimate understanding of artist’s goals, directions and capabilities is maintained at all times
* Seek alignment between artist aspirations/goals and company resourcing requirements

## Qualifications for artist manager

* Strong knowledge of public relations, media (both traditional and new media) and digital platforms in Chinese markets
* Awareness of digital distribution platforms and standards
* Strong understanding of sales operations a plus
* Experience with interpreting legal documents a plus
* Minimum 5-7 years of music, recording and entertainment industry experience, or 5-7 years working directly with artists at a brand or agency with a direct focus on identifying and supporting artists to build marketing and/or grassroots programs
* Proven track record of successfully collaborating with high profile music artists/celebrities, managers, influencers and agents