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# Example of Artist Manager Job Description

Our growing company is searching for experienced candidates for the position of artist manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for artist manager

* Keep abreast of projects outside the studio with a view to identifying potential resourcing challenges and opportunities
* Ensure a regular assessment of salaries is conducted across the artist group to ensure parity is maintained
* Identify training needs and skills gaps(both long term and short term) in partnership with the Learning and Development department
* Work with department supervisors to drive mentoring programs
* Support the ongoing goals of the business to build on local talent, by engaging in work experience, internship programs and outreach initiatives
* Ensure all artists have career development paths established
* Ensure Artists receive clear and regular performance feedback, providing both appreciation of work well done addressing critical areas for improvement and development
* Conduct formal performance reviews for all artists in a timely manner
* Ensure contract management is carried out in a timely manner, and ensure that artists are kept abreast of their pending futures where appropriate, by regularly communicating with them
* Foster and support a positive, collaborative and productive culture within the department

## Qualifications for artist manager

* Work with Supervisors to assess and manage artist’s performance during the review period and where required, carry out performance management / coaching and monitor progress
* Ensure all new artists have a clear point of contact for the project on which they will be working, and the position of Artist Manager is clearly communicated to the artist so that they know their line of report
* Regularly communicate related Company plans and objectives back to the artists
* Establish and maintain an appropriate level of communication with all crew members that ensures that all business is conducted in an environment of confidence and trust
* Keep HR abreast of significant issues
* Excellent listening and negotiating skills