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# Example of Artist Manager Job Description

Our innovative and growing company is looking for an 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

* Maintain label and artist website content, including photos, videos, albums, tracks, playlists, and third-party links (SmartURL and Linkfire), ensuring that websites are up-to-date and aesthetically pleasing
* Work cross departmentally to ensure content is properly sourced, vetted, and embargoed until approved for posting
* Create landing pages at label and artist websites using a custom WordPress platform
* Monitor, write and edit accurate news, headlines, captions, social sharing messages, tags, and other calls to action with consideration for marketing priorities, social sharing, mobile/desktop, space limitations and SEO
* Assist with special projects such as reviewing website designs and D2C storefronts, completing data entry for website launches, and ADA web compliance
* Work with third-party designers and developers to create custom landing pages, interstitials and banners
* Will expertly execute the Box Plus artist and talent strategy as agreed by the Music Director and Programming heads to deliver the Box Plus company goals
* Will act as a go-between, expertly handling interactions between artists, talent representatives and the box plus production team often during unsocial hours
* Is detail-oriented, skilled in juggling multiple tasks and able to remain calm and considered on set, especially during challenging and high profile shoots
* Will work with record labels, pluggers and external partners to identify artists and opportunities that will enrich the Box Plus offering

## Qualifications for artist manager

* Three or more years of progressively responsible experience in a directly related field
* Strong computer skills including HTML, CSS and Adobe Photoshop, with proficiency to seamlessly retouch images and optimize them for the Web
* Excellent creative, design and aesthetic sensibilities
* Experience with content management systems, especially WordPress, and ability to update webpage content and edit HTML/CSS source code
* Quality assurance testing experience not required, but would be a plus
* Working knowledge of website file structure, SFTP/FTPS and DNS