



Example of Artist Manager Job Description

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Our company is growing rapidly and is looking for an artist manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for artist manager

- Work closely with label clients to formulate and deliver options to provide ticket purchasers with music (bundles/upsells/downloads etc)
- Plan, organise and secure internal resources to ensure clients' operational needs are being met, in regard to areas including reporting, fulfilment, data transfer, and customer service
- Meet client expectations regarding project objectives and outcomes, liaising with relevant client services departments in local territories to ensure needs are met
- Continually review operational processes and suggest/implement new best practices for emerging Artist Services business
- Use our CMS products to populate presale landing pages, pre-registration sites, liaising with external and internal product teams for support
- To check and QA front end / customer facing e-commerce pages to ensure campaigns have been set up correctly
- Assist with international reporting and monitor for cross-border business opportunities
- Liaise and co-ordinate internal digital development, content/UX and local marketing resources to deliver new initiatives (ticket listing apps, co-branded pages, pre-registration campaign sites, music delivery platforms, reporting tools, etc)
- Meeting and presenting services to potential new clients (artist management, agencies, record labels, music and merchandise suppliers)

and Directors

Qualifications for artist manager

- Monitor competitor activities and action accordingly
- Confident in dealing with clients and/or the general public face to face
- Experience in using digital marketing platforms
- Experience working within music industry and event space
- Passion and enthusiasm for digital music and video
- Three to five years of experience in media planning with preferred emphasis across digital media planning platforms (display, search, social, programmatic)