

Artist Manager, Music

Based: Central London

Reports to: Board Director, Music

Group Overview:

A leading management and professional services company based out of the UK and US, YM&U provides a portfolio of services to a wide range of clients consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers, TV personalities and voiceover artists.

The Group's Music division, counts a number of international acts under its management, such as Take That, Clean Bandit, Years & Years and James Arthur based out of its UK office, and Steve Aoki, Don Diablo, Bush and Cheat Codes from its US base, prides itself on nurturing a diverse artist roster that has received countless prestigious awards and accolades in the industry. As a collective, the division has nurtured some of the world's leading dance, rock and pop artists, DJs and producers, fusing groundbreaking marketing and creative technologies into the quickly emerging new music business model, while simultaneously managing some of the world's most long-standing and prestigious bands and artists.

Job Purpose:

Management of one of our largest clients with support of a director. This person will be the point of contact for our client and third parties. Their main focus will be on this client but with support and guidance of a director they can begin building their own roster.

Key Responsibilities:

- Day to day relationship with management of clients
- Assist with planning and implementation of artist music campaigns, including global release schedules, promotional/social media plans, press, marketing and touring
- Work with director to prepare strategies and appropriate documents for advance planning of client's career



- Proficient in budgeting in all areas including Live and Promo
- Manage client profiles and demonstrate strong networking skills
- Ensure clients are accompanied to key events with a suitable member of management team
- Prepare press strategies for any relevant work the client is doing alongside client PR and record labels (if relevant)
- Ensure talent is engaging on all relevant social media platforms
- Lead and sign off promotional press strategy
- Contract negotiations and an understanding of deal points
- With Director approval and support, begin signing clients and building own roster
- Develop relationships of industry peers in broadcast, live, labels, lawyers, publishing – and any other relevant sectors
- Attendance at all relevant meetings and events
- Potential for international travel
- Ensure all HR activities are actioned within compliance and People HR

Person Specification:

Essential Requirements

- Ideal candidate will have 3-5 years relevant experience within music management
- Excellent organization and administration skills
- Excellent written and verbal communication skills
- Detail orientated with excellent level of accuracy
- Proactive and forward thinking with industry knowledge and ability to use own initiative
- Ability to deal with highly sensitive and confidential information and issues in a professional manner
- Great at working as part of a team and on their own
- In addition to the usual hours they will be required to take calls and respond to emails outside of office hours so flexibility is key
- Great interpersonal skills, able to forge strong relationships with people of all levels (internally & externally)
- Confident and experienced using Microsoft Office and social media platforms
- Positive attitude with plenty of energy and enthusiasm