

atc

MANAGEMENT

ATC Management is a highly respected artist and composer management company with offices in London, New York, Los Angeles, and Copenhagen. As representatives of recording artists, songwriters, record producers, and composers our business was founded to provide artists with a new style of representation, bringing an unparalleled level of creative and strategic thinking to our artists.

This is an opportunity for a highly organised day to day to sit within our central team with a specific focus on a senior managers roster in our Camden, London office. The ideal candidate will need to be able to demonstrate an advanced level of organisation and attention to detail, be comfortable with numbers, and be an exceptional communicator. They will need to consume, process and analyse large quantities of information and data in a dynamic and creative environment.

Primary tasks and Responsibilities:

- General assistance to a senior manager including diary management, expenses and travel
- Manage and co-ordinate Artist and Managers diaries, travel logistics and itineraries
- Excellent verbal and written communication skills, with an emphasis on clear, concise, and nuanced messaging.
- Willingness to travel and provide on-the-ground support during tours or special projects as needed.
- Prepare and maintain budgets for multiple projects simultaneously ensuring each is delivered on time and on budget
- Secure visas, passports and required travel documents
- Work closely with the accounts team, in relation to invoice generation, invoice payment and any other third-party income
- Oversee all income and registrations from collection societies including PRS and PPL, the maintenance of discographies and quarterly surface-level royalty analysis including live concert reporting
- Review sync opportunities as required and manage sync databases
- Act as a key point of contact for promotional requests
- Review biographies, artwork and press releases
- Facilitate communications with tour manager when artist is in touring cycle, help oversee tour merchandise, communicate ticket sales to the team and manage guest-lists
- Track management commission
- Undertake other tasks and duties as requested

The ideal candidate will:

- Have experience working within a team with clear reporting structures
- A high degree of computer and number literacy
- Be a great multi-tasker and perform well under pressure.
- Be competent at diary management, scheduling, and the prioritisation of tasks
- Possess a calm, friendly, and solutions-oriented personality
- At least 2 years of professional-level experience within, ideally, a creative arts organisation

Salary: DOE

Basis: Full Time

Location: London

How to apply:

Please send a cover letter and CV to nina@atcmanagement.com

Application closes 27th of November