

## Job Spec: **Assistant Artist Manager – NirMusic.com**

### Job Function

- Assist in research that will help continually form the artist strategy
- Assist the artist in executing the strategy (Booking Festivals, venues, etc)
- Assist in daily administration

### Job Type:

- Part-time – 40-50 hours per month (mostly from home)
- Basic Salary + 30% commission

### The job will include

- Developing growth & exposure strategies: researching which regions & cities to focus next efforts
- finding and booking events, festivals, showcases, conferences, and venues that match the artist's career strategy,
- Assisting in overall publicity and promotion,
- Finding the appropriate collaborations to expand exposure with the artists strategy.
- managing the website, social media and other media relations: converting artist content (video/pictures/text) into usable content.
- other matters to do with Business Development and Administration (e.g.: improving press kit, merchandise strategy, patreon strategy, etc.)

### Skills, abilities & experience required:

- **Passionate about Music:** You attend music festivals, shows, concerts, and familiar with the industry.
- **Motivated and entrepreneurial:** (if you've organized an event/show before - Advantage
- **Project Management & organisational skills** - everything we do is in Google Spreadsheet.
- **Internet Research** – Research on festivals, venues, collaborations done much online.
- **Marketing & Social Media**
  - Understand Social Media (Facebook, Instagram, Youtube, etc...)
  - if you understand "paid advertising" - Advantage
- **if you're technological - Advantage**
  - Websites (wordpress), photos editing (eg: Adobe Photoshop), Audio Editing (Ableton Live, Cubase), Video editing (eg: Premiere, Final Cut ), social media (eg: Hootsuite)
- **Ability to set & achieve goals and timelines**
  - while new ideas are great, you need to be someone who can execute.
- **High Level of English** – other languages are an advantage.

### Who am I:

- “Paco de Lucia meets Café Del Mar”. I’m a Fingerstyle Nylon String Guitarist, that plays a style I call Electro-chill-out without the electro; featured in the American FingerStyle Journal; released an Album 2018; toured South Africa & Israel. Now looking to expand into Europe. [See EPK](#)
- Besides a performing artist, I have 12+ years of business strategy & management, an MBA Alumni of London Business School ([see LinkedIn](#)). You will get a lot of guidance from me, and will learn much from my business experience.

### Interested?

Tell me a little about yourself and send me a CV - [info@nirmusic.com](mailto:info@nirmusic.com) - subject: Assistant Artist Manager

\*\* please state expected salary range