



**POSITION:** Artist Services & Managerial Assistant  
**STATUS:** Full-Time  
**LOCATION:** London, UK | Remote  
**SALARY:** Commensurate with experience

Primo Artists is a top international classical music management agency with a selective roster of several of the world's finest artists.

Headquartered in New York, with a newly launched operation in London, Primo Artists is recognized as one of the most selective and dynamic management agencies in the classical music industry. The roster comprises violinists Itzhak Perlman, Joshua Bell, Nicola Benedetti and Randall Goosby; pianist Beatrice Rana; conductors Cristian Măcelaru, James Gaffigan, Gemma New and Christian Reif; and composers Valerie Coleman, Wynton Marsalis and Joel Thompson.

Primo Artists is seeking a UK-based Artist Services & Managerial Assistant to join our artist management team. This newly created role—the first of its kind in our London office—reports jointly to Maja Rath, Artist Manager (London), and Tabitha Brandel, Artist Manager & Booking Agent / Manager of Company Operations (New York).

The Artist Services & Managerial Assistant will have two main areas of responsibility: coordinating the servicing of artist engagements and tours to ensure the seamless execution of artist activities worldwide; and providing direct administrative and sales support to the London Artist Manager. The ideal candidate will be organized, efficient, detail-oriented, and deeply committed to supporting artists and their work.

#### KEY RESPONSIBILITIES

##### SERVICING

- Coordinate servicing for artist engagements and tours, liaising with presenters and partners to ensure successful execution
- Manage logistical arrangements for artist engagements, including travel, accommodations, rehearsals, residencies and interviews
- Prepare and distribute detailed itineraries with presenters
- Taking lead in coordinating with the Contracts Administrator on contract processes and artist riders

New York: 244 Fifth Avenue, Suite B222, New York, NY 10001  
London: Lincoln House, 296-302 High Holborn, London WC1V 7JH

Primo Artists Ltd. is registered in England and Wales, Company No: 16634323.  
Registered office and mailing address: Lincoln House, 296-302 High Holborn London, WC1V 7JH



- Maintain accurate and up-to-date engagement details, contractual terms, contacts, and notes in company systems, including Overture
- Coordinate invoicing, payment tracking, tax documentation, and related financial matters with the Company Bookkeeper
- Update and distribute artist biographies, program materials and schedules to presenters, record labels and PR representatives
- Lead coordination on visa applications and petitions to ensure timely approval and visa issuance

#### ASSISTANCE

- Support the London Artist Manager with administrative and organizational tasks, focusing on sales outreach and presenter relations
  - Manage presenter communications: Prepare and send follow up materials to presenters
  - Research presenter activity and concert history in key regions to inform sales strategy
  - Ensure all sales outreach records and presenter contacts in Overture are accurate and current
- Support the broader Management team with administrative tasks and maintaining accurate records and contacts in Overture

#### REQUIREMENTS

- Bachelor's degree in Music, Arts Administration or related field
- Minimum one year of professional experience, ideally in artist management or the performing arts industry
- Exceptional attention to detail and ability to manage multiple projects simultaneously
- Excellent communication, organizational, and time-management skills
- Ability to work resourcefully and independently in a fully remote environment
- Professionalism, discretion and sound judgment with confidential information
- Proficiency in Microsoft Office Suite; Overture experience strongly preferred
- Additional language skills a plus
- Genuine passion for classical music and dedication to providing the highest standard of service to artists

Compensation will be commensurate with experience and qualifications. Resumes and cover letters will be accepted until the position is filled. Submissions should be made via email to Maja Rath at [maja@primoartists.com](mailto:maja@primoartists.com) and Tabitha Brandel at [tabitha@primoartists.com](mailto:tabitha@primoartists.com).

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