



JOB DESCRIPTION

Job title:	Assistant Operations Manager, Avex Classics International (London office)
Reporting to:	Operations Manager
Hours of work:	Full time (Monday – Friday, 09:30 – 17:30) with occasional weekend work
Key external partners:	Avex Classics International's head office in Tokyo (ACI Tokyo), freelance producers, promoters, agents, artists and technicians
Location of work:	Orion House, 5 Upper St Martin's Lane, London WC2A 9EA, United Kingdom
Hybrid working:	For discussion, but generally flexible
How to apply:	Please send CV and cover letter (no more than 2 pages) to Kate Caro, Head of International Office at info_aci@av.avex.co.jp
Application deadline:	23:00 Monday 25th August 2025

ACI LONDON

Established in 1988, the Avex Group is Japan's leading entertainment company. Avex Classics International (ACI) was formed in 2003 and in 2014, ACI opened a London office tasked with establishing the company worldwide.

ACI London is comprised of a lean team of dynamic individuals who are passionate about music, the arts and immersive entertainment. While we are small in number (currently a team of 6), our operation is global. We collaborate with promoters, artists and businesses from diverse cultures and enjoy the challenges and opportunities this presents.

Our current roster of Film with Live Music productions includes Avatar Live in Concert, Amadeus LIVE, Titanic LIVE, RRR LIVE, The Terminator LIVE and Blade Runner LIVE. We have a small and select roster of artists who we manage internationally or in certain territories. We are also developing some new production formats, to be launched in the short-term.

PURPOSE OF ROLE

The Assistant Operations Manager (AOM)'s purpose is to support the senior team and the existing Operations team (currently 2 people) in coordinating and administering the delivery of ACI's productions and artist performances internationally, to the very highest of standards in line with the company's aims and ambitions.

KEY RESPONSIBILITIES

Responsibilities include (but are not limited to):

Delivery of ACI London's existing productions and engagements

- Administration of ACI's artist and promoter contracts in liaison with the OM and the legal department in Tokyo.
- Coordination of marketing and promotional materials, analysing weekly ticket reports, approving draft concert programmes, and providing promotional advice or support to promoters as required.
- Collaborating with external technical partners and OM in updating current existing production riders with updates or improvements.

- Booking and contracting of artists and production staff for each engagement.
- Assisting with project budget management.
- Collaborating with external technical partners to advance each engagement and ensure that all technical and production elements are agreed upon to the correct specifications.
- Arranging complex travel requirements and logistics for each of ACI's engagements, including:
 - Booking flights and hotel accommodation for artists and production staff either directly, or in collaboration with travel agents and/or promoter representatives.
 - Arranging visas / work permits and organising tax forms / certificates for artists and production staff, independently or in collaboration with promoter representatives.
 - Creating and distributing detailed tour itineraries to artists and production staff.
 - Arranging for all production parts (including film files and music score and parts) to be supplied (digitally and physically) to the relevant parties in the correct formats.
- Performing the role of ACI's Production Supervisor in the UK and internationally, including:
 - Managing rehearsals and ensuring all technical elements are delivered as per the advance.
 - Overseeing the performance(s) and problem solving as required.
 - Artist liaison and welfare.
 - Coordinating international and ground travel arrangements and the distribution of per diems.
 - Overseeing guest tickets and merchandise / programmes (if applicable).

NB. Tours will be split between the Operations team according to workload.

Accounts

- Supporting ACI's Accounts Manager with the administration of invoices, expenses, payment processing and the reconciliation of engagement-specific accounts, as required.

General Administration

- Updating records on ACI's booking software, Overture.
- Updating ACI's social media feeds.
- Supporting in the management and updating of ACI's website.
- Assist in the building of mailing lists and creation of marketing information, as required.
- Assist in the research and development of new productions, as required,

The Assistant Operations Manager is also expected to undertake any other duties at the request of their line manager or ACI Tokyo which are commensurate with the role.

SKILLS

Essential

- Educated to degree level or equivalent formal qualification
- A minimum of three years' experience in concert, artist, event or production management
- The ability to manage own workload efficiently and to work in an organised and methodical fashion
- Excellent interpersonal and communication skills
- The ability to solve problems and adapt to changing situations effectively and calmly
- An excellent attention to detail
- Fluent in Microsoft Excel and Word

Desirable

- Experience gained in fast-moving multinational commercial environment preferable
- Languages
- Marketing and PR skills
- Score-reading skills
- Experience within a concert promoter environment
- Experience with Overture booking software

Behaviours

- A diligent, responsible and respectful individual
- A proactive self-starter with a strong sense of initiative
- A willingness to learn, adapt and build in-house systems from the ground up
- A positive, proactive and flexible attitude is paramount
- A strong team player and collaborator

Avex Classics International welcome applications from all applicants, regardless of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

ACI LONDON: CORE VALUES

Classical Reimagined

Challenge conventional thinking

Build great experiences for artists and consumers alike

Present content that creates an emotional connection

Encourage innovation

www.avexclassicsinternational.co.uk