



We are looking for an **Assistant Manager**  
for our **Berlin office**, contact us! →



# Boris Orlob Management

**Location:** Berlin

**Reports to:** Managing Director and Associate Director

**Contract:** Full-time

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## ABOUT BORIS ORLOB MANAGEMENT

Boris Orlob Management is an international artist management agency representing exceptional singers, conductors, and stage directors in the fields of opera and classical music.

The agency is dedicated to long-term artist development, close collaboration with leading theatres and festivals, and maintaining the highest professional standards across all its activities.

## ROLE OVERVIEW

Boris Orlob Management is seeking a highly organised and motivated Assistant Manager to support the Managing Director and Associate Director in the daily operations of the agency.

The successful candidate will play a central role in ensuring the smooth coordination of artist engagements, communications with theatres and promoters, and the efficient administration of the office.

This is an excellent opportunity for a candidate with strong administrative and interpersonal skills who wishes to build a career in international artist management and the performing arts industry.



## KEY RESPONSIBILITIES

### *Artist and Theatre Liaison*

- Serve as a primary point of contact for artists and their representatives regarding schedules, travel, and engagements.
- Communicate with theatres, festivals, and orchestras to coordinate contracts, schedules, rehearsal and performance logistics.
  - Ensure accurate and timely relay of information between artists and presenters.
- Assist with visa and work permit documentation where required.

### *Contracting and Financial Administration*

- Maintain accurate financial and contractual records in line with agency procedures.
- Prepare, process, and track artist contracts in coordination with the directors.
- Support fee negotiations, invoicing, and payment follow-ups.
- Maintain up-to-date records of fees, commissions, and expenses.
  - Liaise with accounting for artist payments, agency finances, and VAT matters.

## ***Office and Calendar Management***

- Organise internal and external meetings, including preparing agendas and follow-ups.
- Manage the Managing Director's and Associate Director's calendars, appointments, and travel itineraries.
  - Oversee day-to-day office operations (*supplies, correspondence, filing systems, etc.*).
- Coordinate internal and external meetings, including note-taking and action follow-ups.
  - Manage general inbox and correspondence.

## ***Database and Information Management***

- Maintain and update the agency database and digital address book (*artists, contacts, theatres, festivals, orchestras, etc.*).
- Ensure all artist information (CVs, repertoire, biographies, photos, press materials) is current and consistent across platforms.
- Keep website artist profiles updated in coordination with the digital team.

## ***Logistics and Travel Coordination***

- Arrange travel and accommodation for artists and staff where necessary.
  - Prepare itineraries and detailed schedules for engagements.
  - Liaise with presenters and partners regarding on-site logistics.

## ***Communications and Marketing Support***

- Assist with the preparation of promotional materials, newsletters, and announcements.
- Support the coordination of auditions, showcases, and special events.
  - Liaise with PR and communications partners as required.



# PERSON SPECIFICATION

## *Essential*

- Excellent organisational and administrative skills with meticulous attention to detail.
- Strong written and verbal communication abilities.
- Ability to manage multiple priorities and work under pressure in a fast-paced environment.
- Proficiency in Microsoft Office and database/CRM systems.
- Professionalism, discretion, and a positive, team-oriented approach.
- Fluency in English and German (*written and spoken*).

## *Desirable*

- Experience in the classical music or performing arts sector.
- Working knowledge of Italian.
- Familiarity with artist management systems such as Overture, Operabase, or similar platforms.

## HOW TO APPLY

Please send your CV and a brief covering letter outlining your suitability for the role to [natascha@orlob.net](mailto:natascha@orlob.net) with the subject line "Assistant Manager Application – [Your Name]".

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### SALARY

Negotiable, based on experience

### CLOSING DATE

12 January 2026