

## Job Outline Artist Manager

### 1. Pre-planning

- 1.1. To liaise with the General Manager and Production Manager in advance of each event.
- 1.2. To contact all artists and agents prior to their arrival, confirming arrival times and transportation. Be sure to encourage them to bring their own recordings to be sold at concerts, and pass this information on to other team members and box office staff as appropriate.
- 1.3. To ensure event concert sheets are completed for each event, detailing contact numbers and practical details about performances where possible. To ensure any new information or changes are given promptly to other team members.

### 2. Hospitality

- 2.1. To make sure that artists are met and greeted on arrival.
- 2.2. To help artists find their rooms and ensure they are settled in.
- 2.3. To give artists information on meals / meal times.
- 2.4. To make any necessary travel arrangements for departure.

### 3. Rehearsals

- 3.1. Confirming rehearsal times with artists on arrival and throughout their residency.
- 3.2. Where relevant, ensuring rehearsal rooms are secured for artists on day(s) prior to concert(s), in liaison with the Artistic Director and General Manager.
- 3.3. Ensuring music stands, suitable chairs, piano stools and other pieces of equipment are available for rehearsals at performance venues in liaison with the Technical Manager. To ensure all equipment is signed out and returned after rehearsal/concert.
- 3.4. To liaise with the artists about confirmed rehearsal times on performance days and to ensure that any late changes are reflected in schedule updates.
- 3.5. To make any necessary transport arrangements for rehearsals.
- 3.6. To attend all pre-concert rehearsals where required and provide assistance to the artists.
- 3.7. To ensure that refreshments are provided for pre-concert rehearsals.
- 3.8. To ensure liaison between artists has taken place on concert dress code etc.
- 3.9. To point out availability of facilities.
- 3.10. To provide a liaison point between the artists and Technical Manager on technical issues, particularly lighting.
- 3.11. To confirm advance request(s) for page turner(s) and make necessary arrangements for this within Festival Team or other willing volunteers.
- 3.12. To liaise with piano/keyboard tuner, before or after rehearsal as per booking, as to when instrument(s) is/are ready and/or when House can be opened, conveying this message to artists pre-rehearsal or Event Manager pre-concert. In particular, to give early notice if there is to be any delay.

### 4. Concerts

- 4.1. To liaise with artists on complimentary ticket requirements and make any additional reservations with Festival Box Office.
- 4.2. To ensure that artists are provided with necessary transport to get to and from venues for performances (where agreed).
- 4.3. To ensure external catering arrangements for artists prior to concerts are in place where necessary and within budget.

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Chair: Gordon Hands

Artistic Director: Renna Kellaway MBE

- 4.4. To ensure that artist refreshments are available for performances.
- 4.5. To liaise with the duty Event Manager on performance and interval times and to ensure that concerts run to schedule. In particular, for keyboard recitals where tuner has been kept on standby, to liaise with tuner in interval to give early notice to the duty Event Manager if there is to be any delay to the start of the second half.
- 4.6. To act as Stage Manager for performances including setting of stage with chairs and stands.
- 4.7. To liaise with Event Manager on clearance.
- 4.8. To complete PRS (Performing Right Society) forms for each concert and submit them to the General Manager at the end of the festival, in particular timing each work, and ensuring that any divergence of repertoire from the programme as given in the Festival Souvenir Book is noted for recording on the Festival repertoire database.

## **5. Miscellaneous**

- 5.1. To liaise closely with the other Artist Manager to ensure effective management of LDSM artists.
- 5.2. To ensure the Artist Boxes are kept stocked with any necessary items (e.g. tea, coffee, sewing kits, plasters etc).
- 5.3. To provide support and assistance to other members of the festival team to ensure the smooth and efficient running of Lake District Summer Music.

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