



Artist Management Assistant - Sarah Brooksbank Management Information Pack

Key information

Hours: 20 per week (worked flexibly over 5 days)

Contract: Freelance for 6 months starting January 2022

Salary: Real Living Wage - £9.50 per hour (increasing to £9.90 from 1 April 2022)

Location: Remote with occasional travel to Sheffield and London

Overview

As part of our gender equality initiative Both Sides Now, Brighter Sound is partnering with Artist Manager Sarah Brooksbank to offer an exciting work placement to somebody in the early stages of their career.

[Sarah Brooksbank](#) runs a Sheffield-based Artist Management Company, managing the global career of renowned artists including Bat For Lashes, Fat White Family, Working Men's Club and Producer/Mixer Ross Orton. A dynamic and modern company, recent successes have included two top 20 albums, a top 30 album, Mercury Prize, AIM Awards and Q Awards nominations, Ivor Novello

wins, features on Jools Holland, and playlists on all major radio stations alongside collaborations and partnerships with global brands.

This role is part of the Both Sides Now Leadership Programme, a Brighter Sound initiative to equalise the music industry and create opportunities for women and marginalised genders to gain experience and develop new skills in different areas of the music industry.

About the role

This is an exciting and varied entry-level role for someone beginning a career in the music industry. This is a supported role, so is suited to someone in the early stages of their career.

You'll be working closely with senior managers and will gain experience in all aspects of Artist Management including album release planning, A+R, administration and systems, network and team building, tour management and budgeting.

As an Artist Management Assistant, you'll be responsible for:

- Updating and maintaining artist and manager diaries
- Filing documents, maintaining the online filing system while respecting confidentiality
- Maintaining and updating artist information such as discography, song registrations, digital platform passwords
- General show and event assistance including guest lists
- Assisting with travel bookings

- Supporting the organisation of touring and recording sessions including bookings, quotes and itineraries
- Helping artists with personal matters as may be required
- Supporting with band stores and merchandise
- Assisting with comms and social media tasks including YouTube, the creation of mailing lists and updating artists social media pages when necessary

Person Specification

The key personal skills required for this role are:

- Someone reliable who has a real passion for music and is looking to get started with a career in this industry
- A helpful, friendly person who is keen to support colleagues and stakeholders
- A team worker with a can-do attitude and the confidence and initiative to work alone
- Strong administrative and organisational skills with an eye for detail
- Good awareness of digital platforms such as YouTube, and an understanding of mailing list creation and asset creation a bonus
- Good knowledge of Word and Excel and used to handling digital files in a variety of formats
- Excellent communicator; open and inquisitive, good at problem solving
- Good awareness of new music, musical trends and a diverse range of musical genres
- An eagerness to learn and a commitment to your own Continued Professional Development

How to apply

To apply for this role please email the below documents to recruitment@brightersound.com by **Thursday 9 December, 11pm**.

Please send us:

- An up-to-date CV
- A supporting cover letter (up to two pages) that outlines your interest in the role and how you fit the skills listed in the person specification
- A completed [Equal Opportunities Form](#)

We're committed to supporting and meeting the needs of people with learning difficulties or disabilities. If you require any support with the application process, please call us on 0161 546 5334 during normal working hours (Monday-Friday, 9am-5pm).

Interviews will take place on the morning of Thursday 16 December. If you have any questions, please contact Kinaya Said Ibrahim, Projects and Events Assistant at kinaya@brightersound.com.

This role is supported through the Arts Council's [Transforming Leadership fund](#).

Equal Opportunities

We strive to ensure that opportunities to work and develop at Brighter Sound are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristics. We want our workforce to

be representative of the audiences, people and communities we serve. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently underrepresented in the cultural sector.

Brighter Sound is part of the Disability Confident scheme. We guarantee an interview to anyone who has a disability and meets our assessment of the minimum criteria for the role.

About Brighter Sound

[Brighter Sound](#) is a pioneering creative music charity based in Manchester. We nurture the music creators, leaders and industry professionals of the future, with a strong focus on supporting people who are underrepresented or face barriers.

Rooted in the North of England and open to the world, our bold and responsive programme includes creative projects, commissions, residencies, workshops, training and events to help people with everything from artistic and career development to building communities, personal confidence and wellbeing.

Over the last 20 years we've connected participants to inspirational artists like Kendrick Lamar, Beth Orton, Nadine Shah, Everything Everything, Anna Meredith, Bugzy Malone, Stealing Sheep and Snarky Puppy.

Since 2013 we've been working at the forefront of gender equality in music, most recently through our Both Sides Now initiative which includes artistic development, education resources and a programme of leadership development for industry professionals.