



Role & Responsibilities

1. Artist Coordination Support

To carry out various artist-related tasks as directed by Artist Coordinator, Associate Manager or Manager.

Duties can include:

- Updating information on artists' diary systems and e-filing
- Managing the artists' recording archive in the office
- Assisting in visa applications

2. PR Administration

Some PR Administration in collaboration with relevant Artist Coordinator / Associate Manager / Manager. Duties can include:

- Circulating daily press summaries
- Researching and pasting concert reviews and artist press
- Maintaining general update of press materials

3. Staff Travel

As directed by Artist Associate Manager or Manager:

- Arranging and preparing business meetings in office and away from office
- Researching and booking flights and hotels for staff members
- Arranging briefings
- Producing itineraries
- Preparing meeting materials
- Recording staff expenses

4. Office Administration

To carry out various tasks as directed by Artist Coordinator, Associate Manager or Manager.

- Answering the general line as the first point of contact to callers
- Organising catering for meetings
- Supporting the smooth running of an office