



FAVIE Group

Job Description: Artist Manager

Position Overview:

Join [FAVIE Group](#) as an Artist Manager, where you'll oversee and grow the career of [FAVIE](#), a Swiss singer-songwriter and performer whose World Fusion music blends traditional styles like flamenco, tango, Middle Eastern, Balkan, and chanson with contemporary influences.

This role requires a resourceful, organized professional to manage all aspects of FAVIE's music career, including studio sessions, live performances, and media opportunities, while ensuring her artistic vision is realized.

Responsibilities:

1. Career Development & Strategy

- Develop and execute a strategic plan for FAVIE's long-term growth and success in the music industry.
- Identify opportunities for collaborations, sponsorships, and partnerships that align with FAVIE's brand and artistic goals.

2. Studio Recording Coordination

- Plan and organize studio sessions, including scheduling, budgeting, and hiring session musicians.
- Act as the liaison with music producers, ensuring that FAVIE's creative vision is executed during recordings.
- Oversee timelines and budgets for recording, mixing, and mastering projects.

3. Live Performances & Tours

- Manage all logistics for live performances, including booking venues, coordinating schedules, and overseeing travel and accommodation arrangements.
- Negotiate contracts with venues, promoters, and event organizers to secure the best possible terms.
- Coordinate rehearsals and ensure all aspects of performances run smoothly.



4. Music Promotion and Distribution

- Oversee the release of singles, albums, and videos on platforms such as Spotify and Apple Music.
- Develop and coordinate promotional campaigns, including visuals, social media content, and press releases.
- Ensure all deadlines for music distribution and promotion are met.

5. Media and Public Relations

- Research and secure media opportunities, such as interviews, press features, and collaborations.
- Build and maintain relationships with journalists, bloggers, and influencers to enhance FAVIE's visibility.
- Manage FAVIE's public image, ensuring thoughtful and professional media representation.

6. Team Management & Coordination

- Act as the primary point of contact for all team members, including session musicians, video editors, and collaborators.
- Coordinate schedules and tasks to ensure alignment with Favie's goals and deadlines.

7. Financial Oversight

- Negotiate and manage contracts for performances, studio sessions, and collaborations.
- Track income and expenses, ensuring all budgets are adhered to.
- Ensure timely collection and distribution of payments for projects and performances.

8. Administrative Support

- Maintain a detailed database of contacts, schedules, and ongoing projects.
- Track deadlines, deliverables, and contracts to ensure timely execution of commitments.
- Handle all legal documents and agreements related to FAVIE's career.



Requirements:

- Proven experience in artist or music management, or a similar role in the entertainment industry.
- Strong organizational and multitasking skills with the ability to manage multiple projects simultaneously.
- Excellent communication and networking skills, including proficiency in written and spoken English (German or Spanish are a bonus but not mandatory).
- Familiarity with music distribution platforms, media outreach strategies, and booking processes.
- A proactive, detail-oriented attitude with the ability to work independently.
- Reliable internet connection and availability for remote work.

What We Offer:

- Fully remote, commission-based position with flexible hours.
- Compensation is designed to be highly rewarding, offering exceptional earning potential that exceeds industry standards, based on a percentage of income generated from performances, sponsorships, and music-related projects.
- An exceptional opportunity for someone who thrives on driving an artist's career to the next level.
- The chance to shape and grow FAVIE's career and contribute to unique artistic projects with global ambitions.
- A collaborative, supportive team environment on Slack.
- Play a key role in the creative and logistical success of a dynamic artist.

Ready to manage and grow the career of a unique singer-songwriter and performer? Apply now at team@favie.me to join [FAVIE Group](#) as FAVIE's Artist Manager!

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