ARTIST MANAGER

Job Ref. No: #JDMPR3450

2025 - 2026

- **Company Name** : Moris Media LLC
- **Designation** : Artist Manager
- **Job Type** : Full Time
- **Industry** : Media/ Entertainment industry
- **Department** : PR & Marketing Department
- **Work Model** : Remote
- **Salary** : Negotiable Salary

www.morismedia.com

About morismedia

Moris Media is a professionally managed public relations, digital marketing and reputation-management organisation with 12+ years of industry experience, recognised as one of the world's leading PR and digital marketing boutique agencies, working across 40+ countries.

Job Summary

Moris Media is currently hiring for **Artist Manager/Celebrity Manager** in Philippines. This job may require you to manage the professional journey of a high-profile public figure with precision, discretion, and a results-driven mindset. As the appointed Artist Manager, you will become the central point of coordination between the artist, internal teams, brand partners, media professionals, and key stakeholders. The role demands proactive scheduling, brand alignment, and real-time decision-making to ensure that every commitment the artist undertakes is strategically managed and successfully executed.

You will be responsible for overseeing the artist's entire work calendar—from meetings, photoshoots, and endorsements to media appearances, public events, and travel coordination. Your work will directly influence how the artist's public image is shaped, protected, and elevated across both traditional and digital platforms. You will coordinate with PR, marketing, legal, and campaign teams to streamline all brand collaborations, negotiate contracts, approve public content, and ensure timely deliverables that reflect the artist's standards and vision.

This role is high-stakes and demands absolute professionalism, confidentiality, and the ability to function effectively under pressure. It is not confined to standard work hours; instead, it revolves around the unpredictable and dynamic nature of the entertainment and influencer industry. Your success will be defined by your ability to bring structure to creative chaos, act with integrity, and serve as a dependable extension of the artist's brand.

Primary Responsibilities

1. Proxy Representation

- Act as the official proxy of the celebrity, making decisions and managing engagements on their behalf with professionalism and discretion.

2. Central Coordination

- Serve as the key liaison between the artist and internal departments, brand partners, media agencies, and other stakeholders.

3. Schedule Management

- Organize and maintain the artist's complete work calendar, including meetings, shoots, events, and interviews.

4. Travel & Logistics

- Handle all domestic and international travel arrangements, ensuring seamless execution of commitments.

5. Strategic Representation

- Represent the artist in brand meetings, production discussions, and other business forums when their direct presence isn't possible.

6. Media & PR Alignment

- Collaborate with PR and marketing teams to build and maintain a cohesive public image aligned with the artist's career objectives.

7. Endorsement Oversight

- Evaluate, plan, and manage brand endorsement deals to align with the artist's identity and long-term value.

8. Contract Negotiation

- Review, negotiate, and finalize contracts while ensuring legal, financial, and brand interests are safeguarded.

9. Content Approval

- Approve public-facing content across social media, press releases, and marketing collateral in line with the artist's standards.

10. Reputation Management

- Monitor media coverage and public sentiment, taking proactive steps to protect and enhance the artist's reputation.

11. Relationship Building

- Develop and sustain relationships with brands, agencies, and media professionals to create future opportunities.

12. Confidentiality Assurance

- Maintain strict confidentiality across all sensitive and private information related to the artist.

13. Industry Intelligence

- Stay informed about entertainment industry trends, upcoming opportunities, and market shifts relevant to the artist's growth.

14. Crisis & Change Management

- Respond quickly and efficiently to urgent scheduling changes, conflicts, or crisis situations on behalf of the artist.

15. Brand Integrity Leadership

- Operate with the artist's vision and values in mind, ensuring all decisions and actions reflect their professional brand identity.

Required Skills

- Strong verbal and written communication skills with high emotional intelligence.
- Excellent interpersonal abilities to manage diverse stakeholders and public interactions.
- Sharp analytical thinking for evaluating brand opportunities, contracts, and public positioning.
- Observant nature with a keen eye for detail, ensuring alignment with the artist's image and goals.
- Extroverted personality capable of confidently representing the artist in high-pressure environments.
- Strong organizational and time management skills to handle complex, multi-layered schedules.
- Ability to make real-time decisions in fast-paced, unpredictable scenarios.
- Technological proficiency in scheduling tools, CRM platforms, and communication software.
- Discretion in handling confidential information with professionalism and integrity.

- Adaptable mindset to work beyond standard hours and thrive in a non-corporate, media-driven environment.

Experience Required

- 2–5 years of proven experience in artist management, celebrity coordination, or entertainment/media handling.
- Demonstrated history of managing client relationships, schedules, and brand communications.
- Experience coordinating with multiple departments—marketing, PR, legal, and production—for high-profile engagements.
- Must be open to frequent travel and willing to be available during irregular hours or urgent assignments.

Qualifications & Experience

• A Master's degree in Mass Communication, Public Relations, Marketing, Media Studies, or a relevant field is preferred. Candidates with exceptional experience in celebrity or talent management may also be considered without a postgraduate degree.
• Strong command of English (spoken and written) is mandatory; proficiency in additional languages is an advantage in dealing with regional and international assignments.
• Must be open to travel frequently, both domestically and internationally, and flexible with working hours including weekends or late nights based on the artist's schedule.
• Should demonstrate a strategic, discreet, and culturally aware personality—able to operate under pressure with a calm, solution-oriented mindset.
• Must be adaptable to media-centric environments and quick to respond to dynamic professional demands.
• Should embrace constructive feedback, take ownership of responsibilities, and uphold high standards of ethical representation.

Technical Specifications
To effectively fulfill this role, the candidate must have access to the following:
• High-Performance Laptop or Desktop: Capable of handling real-time coordination, documentation, and video conferencing tools without performance lag.
• High-Speed Broadband Internet Connection: A reliable and stable connection to support daily communication, file transfers, and campaign collaboration.
• Dedicated Workspace (Physical or Virtual): A quiet and organized environment conducive to focused, professional work, essential for scheduling, coordination, and crisis handling.

Salary

Moris Media offers a competitive salary package that reflects your experience, skills, and professional personality. Salary discussions will take place during the interview stage for shortlisted candidates. We value talent and believe in fair compensation backed by performance and contribution.

Apply Only Through the Official Job Page

Candidates must review the complete job description, eligibility requirements, work model, location and experience expectations before submitting accurate and updated information through the official application form.

Submitting an application does not guarantee shortlisting, an interview or employment. Moris Media does not request registration charges, security deposits, training fees or candidate payments through its official recruitment process.

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