



# Music Industry Mentoring

## Program Opportunity with Mellen Events

### Event Management, Perth

<b>Location</b>	In Person - Claremont, WA
<b>Opportunity</b>	Volunteer - Event Project Assistant
<b>Suggested Program Period &amp; Frequency</b>	2 x 6-hour days per week from 29 July 2024 - 13 December 2024  Total 150 hours  These are suggested hours. Period and frequency are provided as a guide only and are subject to individual arrangements to be agreed upon by both the host organization and the selected Volunteer.
<b>Reports To</b>	Roy Depczynski - General Manager Operations

### ABOUT THE ORGANISATION

Mellen Events are premier promoters of leading concerts, events, and festivals of all sizes in Western Australia and nationally. They specialise in taking bespoke venues across WA and Australia, designing, and delivering contemporary, inclusive, and exceptional public events for the community. Their experience in 'reinventing' places in WA is demonstrated by their success in designing and developing the 'must play' Kings Park venue, and staging events such as Kaleidoscope Festival of Light, Art and Music, Argyle Diamonds Ord Valley Muster, Kimberley Moon Experience, Future Music Festival and Truffle Kerfuffle.

The qualified team at Mellen Events, Perth's premier touring concert promotion and event development company, is committed to delivering exceptional expertise and excellence across all aspects of event marketing, promotion, and logistics, both locally and nationally. With a strong focus on quality and innovation, Mellen Events consistently achieves outstanding results in creating and executing memorable experiences for audiences.

In 2021, Mellen Events joined forces with Live Nation Entertainment, the global leader in live entertainment. This strategic partnership has further enhanced Mellen Events' capabilities and resources, allowing them to access a wider network, leverage industry-leading expertise, and bring world-class events and experiences to audiences across



Australia. Together, Mellen Events and Live Nation Entertainment are setting benchmarks and shaping the future of live entertainment in the region.

---

## **ABOUT THE OPPORTUNITY**

This participant within Mellen Events will be actively involved in learning about and supporting day-to-day event administration, ensuring seamless operations. They will assist in coordinating event logistics and administrative tasks crucial to event execution. This role will learn about and assist with tasks that maintain the efficiency and success of Mellen Events' activities.

As the Volunteer Event Project Assistant, you will develop the following skills by engaging in the outlined tasks with guidance from your mentor:

- Collaborate closely with the Event Manager to produce documentation, complete event applications, and fulfill other requirements within the event approval process.
  - Participate in meetings and assist in preparing meeting agendas and briefings.
  - Support the Event Manager in planning and developing event sites, providing input on event and venue logistics and quotes upon request, and offering solutions to ensure effective, efficient, and safe event delivery.
  - Develop strong verbal and written communication skills by addressing customer inquiries regarding the event program, ticketing, transport, and general information.
  - Work with computer various computer software programs such as Word, Excel, Outlook, ClickUp, and Canva.
  - Maintain a positive attitude and thrive in a dynamic environment by openly communicating with team members to complete tasks or resolve any challenges that arise during the process.
- 

## **ABOUT YOU:**

Successful applicants will be able to demonstrate their commitment to a career in the contemporary music industry through:

- Evidence of pro-actively pursuing training, practical experience or work relevant to this opportunity.
- Current interests and future career goals aligned to the opportunity description.



## **VOLUNTEER HONORARIUM**

This is a volunteer opportunity for participants to undertake a workplace-based learning program. To ensure this program is accessible to all, The Push will provide participants with an honorarium to help cover the cost of travel, meals and other expenses incurred through participation in the program. The honorarium will come to a total of \$3,475.

This honorarium is not linked to the number of volunteer hours, and once paid is not subject to any reimbursement obligations.

---

## **HOW TO APPLY**

To apply for this opportunity, head to the application form, and when asked “What opportunity are you applying for?” select this role. Complete the form ensuring you provide responses and examples that reflect the Opportunity Description above and upload a copy of your CV.

**Applications close 5pm AEST on Friday 17 May.**

