

Music Industry Mentoring Program

Secret Sounds

Event Management, Sydney and Byron Bay

Location	Pre Festival: Sydney (Surry Hills) During Festival: Byron Bay (North Byron Parklands)
Opportunity	Volunteer - Festival Administration Support, Splendour in the Grass
Program Period & Frequency	5 February 2024 - 5 August 2024 150 hours total
Reports To	Festival Administration Manager

ABOUT THE ORGANISATION

Secret Sounds

Twenty plus years ago, we realised we had something kinda big on our hands.

We took our artist management company and booking agency, launched one of Australia's best-loved festivals, established a label and publishing company for good measure, and grew Secret Sounds from there.

Today, and always, Secret Sounds' mission remains the same: bring people together through music. Whether it's developing the next generation of artists, curating unforgettable line-ups, or bringing fans the best live experiences at festivals and venues in Australia and NZ, we simply believe the world is always better with good music.

Splendour in the Grass

Splendour in the Grass is Australia's premier music and arts festival, located in Byron Bay, New South Wales and running every July. The Festival has been running for over 22 years and attracts the biggest artists locally and from across the globe. Splendour in the Grass is part of the Secret Sounds Group.



ABOUT THE OPPORTUNITY

The program participant will volunteer with the Festival Administration Manager to support with communications and customer service and administration for Splendour in the Grass.

In this volunteer role, you will learn to:

- Respond confidently to customer service enquiries and messages,
- Work with the Festival Administration Manager to coordinate and execute Splendour Members initiatives and events, including presales for Splendour Members,
- Fact check the website, press releases and EDMs,
- Contribute to and come up with creative ideas for social media channels,
- Assist and update administration document such as contacts and schedules,
- Work on site in Byron Bay in the week before the festival to set up; and over the event weekend in the Festival Management Office,
- Develop a good attention to detail,
- Communicate effectively both verbally and in writing,
- Maintain a positive and proactive attitude when working to tight deadlines,
- Work collaboratively in a team to communicate progress and prioritise tasks, and
- Use Word, Excel and PowerPoint, as well as other computer software as required.

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 and meals and recognise participants' time on the days of the program. This honorarium will come to a total of \$3,300.



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 AEDT Wednesday 20 December.

