

Music Industry Mentoring Program

Select Music

Business Operations, Sydney

Location	Tempe, NSW
Opportunity	Volunteer - Admin Assistant
Program Period & Frequency	2 x 6 hour days per week on Tuesdays and Thursdays, from 13 February 2024 - 02 May 2024 Total 150 hours
Reports To	Jimmy Kleiner (Agent)

ABOUT THE ORGANISATION

Select Music is one of the most successful Australian owned independent agencies in the country. We are an agency that looks after some of Australia's most successful artists across all genres, ranging from those right at the beginning of their careers to multi-platinum, festival headlining & ARIA award winning major acts.

We are a group of passionate music loving people who love what we do and the artists we represent, and strive to grow with those amazing artists, every step of the way throughout their careers.

As the years go by our mantra is stronger than ever - Select Music, we build careers.

ABOUT THE OPPORTUNITY

The participant will volunteer with a Booking Agent providing administrative & operational support required for the smooth running and execution of tours and one-off shows. The Booking Agent's roster includes artists such as Teenage Joans, Between You & Me, L.A.B, Sons Of The East, and many more.

In this volunteer role, you will learn to:

- Liaise with Venues to route tours and collate & understand venue hire information.
- Create tour documents such as Tour Planners, Ticket Sales Update Spreadsheets and Support Spreadsheets.



- Use templates to take an enquiry to a contracted booking.
- Maintain roster assets, including website, and assist with pitching Artists for festivals & events.
- Respond to phone & email enquiries regarding tours & events.
- Communicate clearly and professionally with your Agent to keep them up to date on what you're working on.
- Multi-task, prioritise and work to deadlines related to tour & one-off show tasks, while maintaining an eye for detail.
- Anticipate and address any issues before they occur.
- Maintain a positive attitude and thrive in a fast-paced environment.
- Work with computer software including Excel, Word, Muzeek and email management.
- Maintain confidentiality when dealing with private information such as artist fees, festival lineups, etc.

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.

