

Music Industry Mentoring Program

Paid Program Opportunity with Unified Music Group

Business Operations, Melbourne

Location	UNIFIED Music Group, 51 Wangaratta St, Richmond, 3121
Opportunity	UNIFIED Artist Management Assistant
Program Period & Frequency	1 day / week, 5 February - 22 June (150 hours)
Reports To:	Ashleigh Hills - GM Artist Management

ABOUT THE ORGANISATION

Where music's future is unfolding with unlimited potential. UNIFIED Music Group is the **soundtrack of good people working together to achieve extraordinary results**. We are a globally renowned multi-service music company, providing a range of services including artist management, recorded music, publishing, live events and merchandise to a diverse roster of local and international artists. With offices in Sydney, Melbourne, Los Angeles, London and Toronto our team is global and so are the opportunities for new talent and seasoned executives within the business. At UNIFIED, you will work with some of the biggest Australian and international acts on the world stage. They partner with us to build their careers, while we help you build yours.

ABOUT THE OPPORTUNITY

The program participant will gain experience within the UNIFIED Artist Management team at UNIFIED Music Group, providing day-to-day artist management support.

In this program, you will work with the General Manager and/or Day to Day Manager to learn to:

- Maintain calendars for Managed Artists. As well as other internal planning procedures that may be introduced,
- Assist in preparation of reporting to Artists when instructed by the General Manager and/or Day to Day manager, including but not limited to Ticket Reports, Merch Settlement and Sales Updates,



- Oversee merchandise for the Managed Artists including but not limited to managing designs, ordering, budgeting (including estimating stock level) and prompt delivery to all shows,
- Book travel and any logistics required for Artists Managers,
- Support the General Manager and/or Day to Day manager with releases, from delivery of masters through to completion of the campaign,
- Attending shows for artists in home city,
- Work with Management to ensure prompt delivery of music and assets including video content and photos,
- Ensure all Artist press assets are kept up to date and filed on Dropbox,
- Support the coordination of social media, marketing, EDM management and websites for all managed artists,
- Ensure Dropbox filing system is maintained for all Managed Artists at all times, and
- Support communication with third party publicity or marketing companies to ensure communication across all channels.

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.

PAYMENT:

- This is a paid, fixed term contracted position.
- Clerks Award Level 1, Year 1
- 1 day a week, 5 February - 22 June (150 hours).

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.

