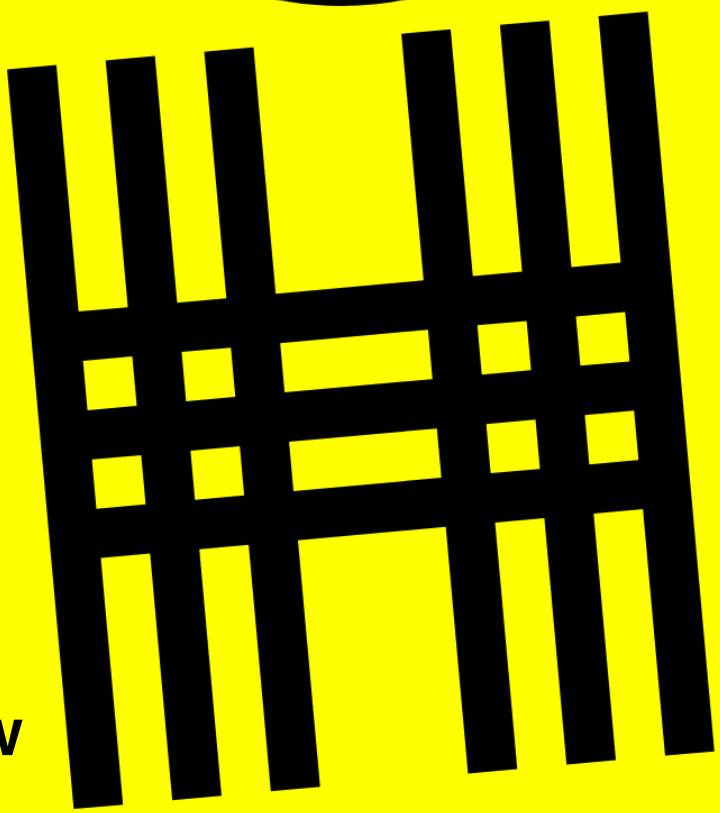
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Programming Assistant (ADE) - New Found Sound

OPPORTUNITY DESCRIPTION

Programming Assistant with New Found Sound, Adelaide

Opportunity	Programming Assistant N.B. This is a volunteer opportunity with an honorarium of $3,750.
Location	In person, City of Port Adelaide Enfield Civic Centre, 163 St Vincent St, Port Adelaide SA 5015
Program Period & Frequency	1 February – 21 May 2026, 1 day per week. 150 hours total
Reports to	Sam Wright, Executive Producer & Curator New Found Sound 2027

Brief Description

This participant will work with New Day Projects and the City of Port Adelaide Enfield (City of PAE) on the development and delivery of New Found Sound 2027, a free, all-ages live music festival presented by the City of Port Adelaide Enfield. The role will provide practical experience across event administration, artist and venue liaison, stakeholder engagement, marketing and partnership support, and preparation for live event delivery in the Port Adelaide precinct.

About The Push

The Push is Australia's youth music charity, backing young people across the country to find their place in music: on stage, in the wings, or in the crowd. We're connecting millions of young people to music through all-ages gigs, workshops, studio access, and industry mentoring, from Busselton to Brunswick.

Young people connect, build confidence and find community through music. We believe everyone should have access, no matter their age or their postcode.

About Music Industry Mentoring

Music Industry Mentoring is a free program that connects young people at the start of their careers with workplace experience across Australia's music industry. The Push places young people in some of Australia's biggest music organisations to gain industry experience, build networks, and develop the skills and confidence to take the next step in their career.

Young people can work across a range of pathways, including live events, production, marketing, the business side of music, and more.

About New Day Projects and City of PAE

New Day Projects is an Adelaide-based creative project management business led by Director Sam Wright. Working across events, festivals, music and culture, New Day Projects delivers end-to-end project development, curation, operations, production, budgeting, marketing and stakeholder management.

The City of PAE is a metropolitan council committed to supporting vibrant communities and strengthening Port Adelaide as a destination for culture, live music and creative activity. Together, New Day Projects and the City of Port Adelaide Enfield produce New Found Sound, a free, all-ages live music festival that connects artists, audiences, communities and places while generating cultural, social and economic impact across the region.

Opportunity Tasks

As the Program Assistant – New Found Sound 2027, you will develop the following skills by completing the following tasks with support from your mentor:

- **Develop strong event administration and organisational skills** by maintaining project trackers, schedules, contact lists, meeting notes and shared project documents, and supporting the development of event plans, key dates and project deliverables.
- **Develop excellent written and verbal communication skills** by assisting with correspondence and follow-up with artists, venues, traders, suppliers, partners and other stakeholders involved in New Found Sound.
- **Develop artist and venue liaison skills** by supporting expressions of interest processes, gathering artist and venue information, maintaining accurate records and assisting with the preparation of schedules and event documentation.
- **Develop stakeholder engagement and meeting skills** by attending project meetings, preparing notes, recording actions and supporting follow-up with Council and project stakeholders.
- **Develop marketing and research skills** by supporting the preparation of marketing, public relations and partnership materials.

- **Develop practical event production and delivery skills** by supporting production meetings, compiling artist and venue information and helping prepare materials for the delivery of the festival.
- **Develop excellent time-management and problem-solving skills** by working across multiple time-sensitive project areas, identifying issues early, communicating when tasks are blocked and supporting practical solutions.
- **Develop proficiency with software and project-management systems**, including Microsoft Office, Google Workspace, email, spreadsheets, shared drives, Propared festival scheduling and other relevant tools, by maintaining accurate project information and producing clear, well-organised working documents.

About You

Successful applicants will be able to demonstrate their commitment to a career in the 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 on the days of the program. Participants will receive an honorarium of $3,750.

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 at thepush.com.au/for-young-people/programs/music-industry-mentoring and when asked "What opportunity are you applying for?" select this role.

Complete the application form, making sure your responses and examples speak directly to the opportunity, and upload a copy of your current CV.

Applications close 5pm, Monday 1 January 2026.