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Marketing and Operations Assistant (ADE) - AMVF

OPPORTUNITY DESCRIPTION

Marketing and Operations Assistant with AMVF, Adelaide

Opportunity	Marketing and Operations Assistant N.B. This is a volunteer opportunity with an honorarium of $3,750.
Location	In person - 97 Carrington Street, Adelaide, 5000 Some work from home hours may be required
Program Period & Frequency	15 February 2027 – 30 July 2027 1 day per week in the office. Some work from home hours may be required, to be undertaken in place of scheduled office hours. Exact days to be negotiated with the successful applicant. 150 hours total
Reports to	Tam Boakes CEO Australian Music Venue Foundation.

Brief Description

This mentorship will provide a young person with hands-on experience in marketing and operations within the Australian Music Venue Foundation (AMVF). Working alongside the CEO and with guidance from The Annex, the participant will assist with social media strategy, content creation and scheduling, as well as data collection and general administration. The role offers valuable industry experience and professional development while contributing to the AMVF's mission to support Australia's grassroots music venues.

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 Australian Music Venue Foundation

The Australian Music Venue Foundation (AMVF) is a national not-for-profit charity dedicated to supporting, protecting and strengthening Australia's grassroots music venues. The Foundation works with the music industry to raise funds, develop partnerships, advocate for, and provide financial assistance to venues, helping ensure a sustainable future for live music and the artists and communities that depend on it.

Opportunity Tasks

As the **Marketing and Operations Assistant**, you will develop the following skills by completing tasks with support and guidance from your mentor, the AMVF CEO and The Annex:

- **Develop social media marketing and content creation skills** by assisting with the planning, creation and scheduling of engaging social media posts that promote the AMVF, its initiatives, partnerships and the grassroots music venue sector.
- **Develop an understanding of social media strategy and audience engagement** by working with The Annex to learn about campaign planning, brand messaging, audience growth and measuring social media performance.
- **Develop strong written communication skills** by assisting with drafting social media captions, website content, newsletters and other communications that promote the work of the AMVF.

- **Develop research and data collection skills** by assisting with gathering, organising and maintaining information about grassroots music venues, industry stakeholders and potential partners across Australia.
- **Develop organisational and administrative skills** by supporting the CEO with general office administration, database management, meeting preparation and maintaining accurate records.
- **Develop an understanding of the Australian live music industry** through exposure to the work of the AMVF, including its relationships with artists, promoters, venues, industry organisations and corporate partners.
- **Develop time management and independent working skills** by managing allocated tasks, prioritising workloads and meeting agreed deadlines while working collaboratively with the AMVF team.
- **Develop professional communication and networking skills** through opportunities to attend relevant industry meetings, events and activities, gaining practical experience and building relationships within the Australian music industry.

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 AEDT, Monday 30 November 2026.