THE SUM

Artist Management and Music Distribution Assistant (MEL) – Unified Music Group

OPPORTUNITY DESCRIPTION

Artist Management and Music Distribution Assistant (UNIFIED Artist Management & Community Music) with Unified Music Group, Melbourne

Opportunity	Artist Management and Music Distribution Assistant (UNIFIED Artist Management & Community Music) N.B. This is a volunteer opportunity with an honorarium of $3,750.
Location	In person – 51 Wangaratta Street, Richmond, VIC 3121
Program Period & Frequency	Monday 8 February – Friday 5 March (1 x 2-week block & 1 x 5-week block) **UNIFIED Artist Management** • 8 February – 19 February 5 days per week in Office **Community Music** • 22 February – 25 March 2 days per week in Office (Wednesdays & Fridays) 150 hours total
Reports to	Jaymi Warne – UNIFIED Artist Management James Sawyer – Community Music

Brief Description

This is an opportunity to work across the Australian UNIFIED Artist Management & Community Music team. You will work alongside the management teams behind artists on our roster, such as Ocean Alley, Emma Donovan, The Grogans, Teen Jesus and the Jean Teasers and The Rions, and see the life cycle of an independent release with the Community Music team.

You will learn how UNIFIED supports artists' careers and get first-hand experience of the day-to-day operations of each business.

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 UNIFIED Music Group

UNIFIED Music Group is a globally renowned multi-service music company with teams in Melbourne, Sydney, Adelaide, Los Angeles and New Zealand. UNIFIED offers services covering artist management, recorded music, publishing, and live events to a diverse roster of local and international artists. Guided by its people's deep passion for music, artists and the independent music community, UNIFIED leads a professional, innovative and motivated team to achieve extraordinary results.

Opportunity Tasks

As the **Artist Management and Music Distribution Assistant (UNIFIED Artist Management & Community Music)**, you will develop the following skills through completing the following tasks with support from your mentor:

Travel & Touring

- **(UAM)** Develop excellent organisational and attention to detail skills by transferring artist travel plans including flights, ground transport and accommodation into touring platforms such as Master Tour and/or

Daysheets. Gain insight into tour logistics and learn how to manage complex itineraries across multiple artists.

Content Calendars

- **(UAM)** Develop strategic skills by supporting the creation and maintenance of social media calendars and understanding the goals of an artist and their team.
- **(UAM)** Assist in planning and scheduling content to maximise audience engagement and brand growth.
- **(CM)** Support the Release Operations Manager and A&R Coordinator with social media for Community Music.

Production Management

- **(CM)** Develop excellent time management skills with a proven ability to meet deadlines through working across several time-sensitive artist campaigns for new releases, with demanding deadlines.
- **(CM)** Support Sales Manager with providing updates to DSP partners across the Community Music roster.

Social Media & Audits

- **(UAM)** Build analytical skills by conducting social media audits to assess performance and recommend improvements. Learn how to evaluate metrics, identify trends and support the digital strategy of artists.
- **(CM)** Support Marketing Manager with marketing campaigns that are tailored to each artist's audience and genre.

Relationship Building

- **(BOTH)** Develop professional communication and collaboration skills by participating in weekly Workshop and WIP meetings. Learn how creative projects and campaigns are managed across teams in a fast-paced music industry environment.

Live Performance Reporting

- **(UAM)** Develop knowledge of music publishing and backend administration by submitting Live Performance Reports through APRA AMCOS. Gain an understanding of how live performance data contributes to royalties and artist revenue streams.

Digital Production

- **(CM)** Assist the Release Operations Manager in overseeing quality control checks on audio recordings, music videos, artwork, and other assets to

ensure that they meet Community Music's quality standards and technical specifications.
- **(CM)** Support the A&R team by listening to artist submissions received through the submission portal, providing feedback, and occasionally joining A&R calls with the team.

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.