THE SYD

Promoter Operations Assistant (SYD) – Live Nation

OPPORTUNITY DESCRIPTION

Promoter Operations Assistant with Live Nation, Sydney

Opportunity	Promoter Operations Assistant N.B. This is a volunteer opportunity with an honorarium of $3,750.
Location	In person, 38-42 Oxford Street, Darlinghurst NSW 2010
Program Period & Frequency	1 February 2027 – 25 June 2027 1 x 7.5 hour day or 2 x 6 hour days per week on Tuesdays, Wednesdays or Thursdays 150 hours total
Reports to	Emily Taylor Promoter Operations Manager

Brief Description

This participant will work within the Promoter Operations team at Live Nation Australia, assisting with the coordination and administration that keeps tours moving, from venue confirmations and itineraries through to production logistics, budgeting and reporting. It's a great entry point into the touring side of the music industry, with exposure to key agents, management clients, and internal teams across the business. The participant will also work across the Artist Bookings process for Live Nation's Developing Artist Program 'Next On'.

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 Live Nation Australia

Live Nation Australia has been bringing world-class live entertainment to Australian audiences since 2010, promoting everything from intimate theatre shows to major arena and stadium tours across concerts, festivals, comedy, and beyond. Home to a team of over 820 passionate people across six cities, we work with global superstars and homegrown talent alike, all united by a shared love of live music and the belief that great experiences have the power to bring people together.

Opportunity Tasks

As a **Promoter Operations Assistant**, you will develop the following skills by completing the following tasks with support from your mentor:

- Develop strong organisational skills and attention to detail by assisting with the preparation and distribution of new tour notifications, venue confirmations, tour confirmations, and itineraries to ensure all relevant departments are well-informed and up to date. Document Management and Organisation will play a part here also
- Develop excellent written and verbal communication skills by collaborating with the Promoters' and Avails team to confirm routing requirements across multiple tours.
- Develop a professional understanding of the live music industry by having visibility on communications with key agents and management clients, and gaining exposure to how tours are planned and executed at scale.
- Develop strong administrative and reporting skills by assisting with the collation of periodic reporting requirements across the Concert Operations department.

- Develop proficiency with industry tools including Microsoft Office Suite and internal touring systems by keeping tour data, calendars, and operational records accurate and up to date.
- Develop excellent time management skills and the ability to work across competing priorities by providing day-to-day support to Promoter Operations Managers across multiple active tours simultaneously.

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.