

**THE**

# **Q&A**



## **OPPORTUNITY DESCRIPTION**

**VIP Assistant**

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## VIP Assistant with Live Nation, Melbourne

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<b>Opportunity</b>	VIP Assistant N.B. This is a volunteer opportunity with an honorarium of \$3,750.
<b>Location</b>	In person, 111 Cambridge St, Collingwood VIC 3066
<b>Program Period &amp; Frequency</b>	August - December Minimum 2 days per week, consecutive weeks within the period  150 hours total
<b>Reports to</b>	Carly Griffen, Head of VIP & Experience - Live Nation

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### Brief Description

This participant will work within the Product & Experience team, specifically in our VIP team at Live Nation Head Office in Melbourne with some on-ground opportunities at selected shows in Melbourne in the Sep/Oct 26 timeframe. As part of the VIP team, you will support the day to day running of the VIP team, with the overall aim of executing an enhanced concert experience for VIP purchasers on the ground for selected tours taking place in September/October that contains a number of different VIP packages.

### 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

Live Nation Entertainment is the world's leading live entertainment company, comprised of three market-leading businesses: Ticketmaster, Live Nation Concerts, and Live Nation Media & Sponsorship. Globally, Live Nation produces more than 50,000 events annually for over 150 million fans, supports artists at every stage of their careers, operates hundreds of venues, and connects brands with music fans through world-class sponsorship and experiential opportunities. Live Nation employs more than 16,000 people worldwide and operates in over 45 countries.

Live Nation Australia is a leading promoter of live entertainment and has been bringing world-class events to Australian audiences since opening its first local office in Melbourne in 2010.

Working across concerts, festivals, comedy, family entertainment, podcasts, authors, and health and wellness experiences, Live Nation Australia promotes events ranging from intimate theatre performances through to major arena and stadium tours. The business comprises four key divisions: Concerts, Festivals, Venues, and Media and Sponsorships.

Live Nation Australia partners with a number of respected businesses across the entertainment industry, including Cult Artists, Kicks Entertainment, Mellen Events, Face To Face Touring, and Jubilee Street Management.

The company presents events in venues across Australia, from community halls and theatres to arenas and stadiums, and has worked with some of the world's

most celebrated artists including Coldplay, Billie Eilish, Dua Lipa, Harry Styles, Metallica, Oasis, Kendrick Lamar, Lady Gaga, Drake, The Weeknd, Stray Kids, and many more.

Alongside global superstars, Live Nation Australia proudly works with leading Australian and New Zealand artists including RÜFÜS DU SOL, Tina Arena, Split Enz, Vanessa Amorosi, Jet, Amy Shark, Spacey Jane, 5 Seconds of Summer, Australian Rock Collective, Teen Jesus and the Jean Teasers, and Emma Emma, while continuing to support the next generation of emerging local talent through programs like Ones to Watch and Next On.

Live Nation Australia also owns and operates a portfolio of live performance venues through public and private partnerships, including Palais Theatre (Melbourne), Festival Hall (Melbourne), Anita's Theatre (Thirroul), Fortitude Music Hall (Brisbane), The Triffid (Brisbane), and Hindley Street Music Hall (Adelaide).

This all comes to life thanks to a workforce of more than 820 employees and contractors based across Naarm (Melbourne), Warrane (Sydney), Meanjin (Brisbane), Boorloo (Perth), Tarntanya (Adelaide), and Cavanbah (Byron Bay), all working to connect artists and audiences through unforgettable live experiences.

## Opportunity Tasks

This participant will work within the Product & Experience team, specifically in our VIP team at Live Nation Head Office in Melbourne with some on-ground opportunities at selected shows in Melbourne in the Sep/Oct 26 timeframe.

As the VIP Assistant, you will develop the following skills by completing the following tasks with support from your mentor:

- Exposure to the development of VIP proposals & budgets
- Involvement in the development of the VIP monthly eDM
- Involvement in the advancing of the VIP program with venues
- Involvement in the development and send out of communications to VIP patrons in relation to the tour
- Involvement with the set-up of VIP operations on the ground and the roll out of the VIP program
- Administrative tasks as required

For this opportunity, we are looking for an individual who is/has;

- A passion for live entertainment, their fans and understanding of what makes music fans tick
- Calm under pressure and able to handle multiple tasks simultaneously, to deadline
- Confident using Word, Excel, PowerPoint, Outlook, Zoom, Slack
- Communication skills, written and verbal
- Creative thinker, with the drive to always innovate
- Comfortable and confident in your skills and have the ability to connect with a variety of people, from all walks of life
- Entrepreneurial spirit with a strong desire to keep up professional development
- Self-motivated and proactive, self manages priorities
- Resides in Melbourne to be able to work in the Melbourne office

## 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](https://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 AEST, Wednesday 8 July 2026.**