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OPPORTUNITY DESCRIPTION

Event Operations Assistant

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Event Operations Assistant with Fuzzy Operations, Sydney

Opportunity	Event Operations Assistant N.B. This is a volunteer opportunity with an honorarium of \$3,750.
Location	In person, 593-601 Botany Road, Rosebery NSW 2018
Program Period & Frequency	25 August – 17 December 2026 <ul style="list-style-type: none">• 1 day per week (Tuesdays-Thursday) 150 hours total
Reports to	Hayden Lenord, Event & Logistics Manager

Brief Description

This participant will work within the Operations team at Fuzzy Operations, supporting the planning and delivery of some of Sydney's most iconic festivals, including Hot Dub on the Harbour, Harbourlife and Field Day. They will assist with stakeholder liaison, prepare event and site documentation, attend pre-event planning meetings, and provide support to the Event & Logistics Manager throughout the event planning process.

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 the Organisation

Harbourlife

One of Fuzzy's first events, this event takes place with the backdrop of Sydney Opera House and Sydney Harbour Bridge with a dancefloor of house and electronic music welcoming the start of summer. With over 20 years of partying next to the harbour, Harbourlife has a strong history of being the perfect day out.

Field Day

There's no better way to start the year: Out in the sun, with a smile on your face, your friends by your side and the best music. Having been part of everyone's New Years Day traditions for over 25 years now, Field Day takes over the Domain and brings the best in electronic and live music to start your year.

Fuzzy Operations

Born in Sydney in the late 1990s, Fuzzy has grown from hosting intimate club nights and pioneering outdoor events into one of Australia's leading event and festival promoters. Guided by a simple but steadfast mantra — *good times done properly* — Fuzzy has spent more than 30 years creating unforgettable live music experiences and building a global community united by a shared love of music.

Today, Fuzzy is renowned for producing some of Australia's most iconic festivals and events, including Field Day, Harbourlife, Listen Out, Listen In, Groovin the Moo and a range of special events across Australia and New Zealand. Over the years, hundreds of thousands of patrons have attended Fuzzy events, cementing the company's reputation as a leader in large-scale event delivery.

The Fuzzy team takes pride in working closely with landowners, government agencies and local stakeholders to deliver events in some of the country's most unique and challenging locations. Through a commitment to best practice, innovation and community engagement, Fuzzy is widely recognised as a

benchmark for managing sensitive venues, meeting public expectations and minimising environmental impact.

As an industry leader, Fuzzy is also committed to patron wellbeing and harm reduction, implementing training programs for event, bar and security staff and supporting initiatives that have educated tens of thousands of festivalgoers across Australia.

Opportunity Tasks

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

- Assist in managing accreditation for each show
- Effectively liaise with all business units to achieve shared outcomes regarding show preparation and the successful running of an event
- Effectively brief event staff through the development of briefing documents
- Assist in the planning of staffing requirements for event areas (i.e. cloak room, front gate, guest services, control room)
- Develop and implement a successful planning list to ensure items are not missed when preparing for site bump in
- Consider accessible patrons when conducting planning and ensure correct information is available to patrons in a timely manner
- Assist in bump in and bump out of events, learning how to communicate with stakeholders in person

Examples of how you might break down the work into learning tasks:

- **Develop excellent verbal and written communication skills** through liaising with stakeholders, event staff and internal business units in a helpful and courteous manner.
- **Build strong organisational, planning and time management skills while supporting the delivery of large-scale events and festivals** by working with event promoters to gather all event location, access, hospitality and stage production information in relation to artist performances ahead of the day.
- **Develop project coordination and problem-solving skills by assisting with event logistics, accreditation and operational planning** by working towards and meeting deadlines and raising issues internally before they escalate.

- **Gain practical experience in workforce planning, staff coordination and event briefing processes** by assisting in the planning of staffing needs for events and ensuring information provided to staff is clear and correct.
- **Develop an understanding of accessibility, inclusion and customer service considerations within major event environments** through working across several events with various venues to plan and consider.
- **Build confidence working collaboratively within a professional team and contributing to shared event outcomes** through open communication with team members as tasks are completed and fostering new relationships within the event industry.
- **Gain hands-on experience across all stages of event delivery, including planning, bump in, live event operations and bump out** by being part of the end-to-end planning and running several successful events during your mentorship.

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 AEST, Wednesday 8 July 2026.