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OPPORTUNITY DESCRIPTION

Client & Event Management Assistant

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Client & Event Management Assistant, Sydney

Opportunity	Client & Event Management Assistant
	N.B. This is a volunteer opportunity with an honorarium of \$3,750.
Location	In person, Moshtix Office, Surry Hills, Sydney NSW
Program Period & Frequency	TBC 150 hours total
Reports to	Loren Scuderi – Senior Client Manager Festivals

Brief Description

This participant will work within the Event Delivery and Client Services Team at Moshtix, helping to deliver ticketing for live music and entertainment events around the country. The role supports day-to-day event building on the Moshtix platform, communicating with clients and internal staff, preparing and packing event equipment, and learning to plan event logistics – with hands-on experience onsite at events from time to time.

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 Moshtix

Moshtix is an industry-leading General Admission ticketing provider, specialising in live music and entertainment events. Launched in 2003, Moshtix pairs industry-leading technology – catering for self-service, full-service and white-label offerings – with a team of highly experienced industry professionals. Moshtix works with some of the country's most iconic festivals and live music venues, as well as providing ticketing and marketing services to the dance music, comedy, cinema, arts & culture and entertainment sectors nationally.

The Moshtix platform provides a seamless connection between clients, ticket buyers and the artist, at a fair price, to help people discover, share and experience the live entertainment they love. In 2019, Moshtix became a Ticketmaster company, part of Live Nation Entertainment – the world's leading live entertainment company, comprised of global market leaders Ticketmaster, Live Nation Concerts, and Live Nation Media & Sponsorship.

Opportunity Tasks

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

- **Develop hands-on event-building skills on a live ticketing platform** by assisting the Client Managers with day-to-day event building on the Moshtix platform.
- **Develop excellent verbal and written communication and client-service skills** by communicating with clients and internal staff so Moshtix has a clear understanding of what each event requires onsite, and by communicating externally with ticket buyers and clients.
- **Develop practical event-delivery and logistics skills** by assisting the Event Delivery Team with staff briefs, rostering casuals, and learning to plan for event logistics delivery.

- **Develop technical setup and equipment-handling skills** by assisting technicians to pack, configure scanners for, and send equipment for events.
- **Develop onsite event-operations experience** by being onsite from time to time to help with scanning and box office, and to learn bump in and set up for events.
- **Develop the ability to multi-task, prioritise and work to deadlines** by working flexibly across competing tasks in a fast-paced events environment.

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.