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OPPORTUNITY DESCRIPTION

Festival Operations Assistant

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Festival Operations Assistant with Untitled Group, Melbourne

Opportunity	Festival Operations Assistant
	N.B. This is a volunteer opportunity with an honorarium of \$3,750.
Location	In person, 1/1 Eastbourne Street Windsor VIC 3181
Program Period & Frequency	8 September 2026 – 18 December 2026 <ul style="list-style-type: none">• 1 day per week (Tuesdays): 8 September – 28 November• 2 days per week (Tuesday & Friday): 1 December – 18 December
	150 hours total
Reports to	Pantjiti Lawrence, Workforce & Crowd Care Manager

Brief Description

This participant will work within the Festival & Event Operations department at Untitled Group, working on delivering Beyond The Valley, Pitch Music & Arts and other upcoming greenfield shows. The participant's primary focus will be working on Beyond The Valley, supporting other shows as needed. The role will consist of operational and coordination tasks, from drafting role guides and handbooks to supporting the wider Festival & Event Operations team with planning, research, and more.

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 Untitled Group

Untitled Group is Australia's largest independently-owned music and events company, known as the driving force behind some of the country's most beloved festivals. We also deliver a distinguished portfolio of tours featuring both renowned and emerging artists from around the globe.

Founded over a decade ago in Naarm/Melbourne by four young creators, Untitled Group has grown into a dynamic collective producing unforgettable live music experiences. Alongside festivals and touring, Untitled Group runs a growing artist management roster, Proxy talent booking agency and Underscore, a boutique and specialised influencer marketing agency.

With more than 800,000 tickets sold annually, Untitled Group's innovative use of data and forward thinking event development continues to drive rapid growth and creative evolution. From launching new events to supporting emerging talent, Untitled Group is shaping the future of Australian music and culture.

Opportunity Tasks

As the Festival 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 supporting the coordination of event logistics and administration, including building site tent allocations, coordinating travel and accommodation bookings, creating site documents and maintaining key planning documents.

- **Develop clear and effective written communication skills** by drafting handbooks, position-specific role guides and briefing documents that will be used by casual staff and volunteers.
- **Develop an understanding of workforce management systems** by supporting team member scheduling, onboarding, communications, and data management.
- **Develop event operations experience and an ability to work in a high-paced environment** by working on-site at Beyond The Valley (28 December 2026 – 1 January 2027), supporting the workforce team across team member coordination and management, and operational tasks.
- **Develop interpersonal and communication skills** by managing team member enquiries relating to rosters, event information and shift changes, identifying patterns in common questions to help the team improve the clarity of its communications.
- **Develop interpersonal and customer service skills** through responding to team member enquiries relating to rosters, event information, changing shifts and the like through email and phone calls in a helpful and courteous manner.
- **Develop broad research and critical thinking skills** by investigating and recommending venue information, supplier options, production requirements and accessibility information, providing recommendations based on best practice.
- **Develop proficiency with software (Monday.com, Rosterfy, Google Suite)** by building and maintaining documents or boards that assist the department's operation.

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.