



2024 INTERNSHIP POSITIONS

- FESTIVALS

Applications for Festival Internships close 5:00pm, Monday 20 November 2023.

1. Artist Liaison, Wellington

- January 2024 start, for 13 weeks
- Part-time hours increasing to full-time hours in the lead- up to and during the festival

You'll be assisting the Festival Director and Festival Coordinator with the delivery and production of a major inner-city festival. This role will include a variety of administrative tasks, from communicating with the artists and providing them with necessary information, to confirming travel details and accommodation for out-of-town artists. You'll also be working across the festival with the on-site team. You must be confident working in a self-directed manner when required and have strong administrative skills, including use of Word, Airtable, Excel, Outlook, scheduling, and budgeting.

2. Events & Marketing Intern, Christchurch

- December 2023 start, for 16 weeks
- Two days per week (16 hours), flexible

You'll support the Marketing team, Operations and Event team, and Company Directors with the upcoming summer festival season, hosting a range of outdoor events and touring DJs across multiple South Island venues. You'll also help with tasks at the company's two nightclubs, one in Christchurch and one in Queenstown. You must have proficiency working with Google Suite and Microsoft Office Suite. Experience with social media platforms and event planning is helpful.

3. Event Assistant Coordinator, Auckland

- December 2023 start, for 16 weeks
- Hours and days will vary in December based on discussion

You will be working directly with the Festival Director and Event Producer towards the delivery of a major New Year's Eve music festival, as well as a number of smaller events in early 2024. As part of a small team, you will be working across various aspects of festival coordination, administration and delivery processes in the lead up to the festival. You will also be working on-site during the festival, with the Festival Operations Team. You must have a full driver's licence and have proficiency using Google Suite. You must be comfortable multitasking and working across a variety of tasks.

Applications for all other Internships close 5:00pm, Thursday 30 November 2023.

- ARTIST MANAGEMENT

4. Artist Management / Agency Intern, Auckland

- January 2024 start, for 20 weeks
- Two days per week (16 hours), flexible

This role will see you gain experience working across two independent businesses. On the live music agency side you'll be assisting with social media marketing and promotion, live advancing and some data entry; while on the artist management side you'll be working on building releases, asset creation, scheduling and logistics. You'll also have the opportunity to work on artist relations - so you must have excellent communication skills, be resourceful and tenacious, and be comfortable working in a sometimes high pressure and fluid environment. As well as social media experience, some Photoshop/InDesign and video editing experience would be a plus.

5. Management Intern, Auckland

- February 2024 start, for 16 weeks
- Two days per week (16 hours), flexible

Working for a small artist management company you'll be assisting with advancing travel and riders for live events, researching media opportunities and helping with creating and executing social media campaigns, attending live events and assisting with merchandise, guest lists and other tasks, as well as supporting the management team and general administration. However, this role will be dynamic, and roles and responsibilities may be tailored to the applicant's experience and skillset. You'll need excellent time management skills and be calm under pressure, as well as have a strong work ethic and an agile philosophy towards projects. Knowledge of social media, Trello, and Microsoft Office is also helpful.

- PUBLICITY & PR

6. Publicity Assistant, Auckland

- January 2024 start, for 16 weeks
- Two days per week (16 hours), Thursdays and Fridays preferred

For this role you'll need fantastic communication and writing skills, love meeting new people, be organised and willing to learn, and have great attention to detail. You'll be assisting the Lead Publicist across a range of activities - including setting up and distributing press releases and electronic newsletters, creating media plans and monitoring media coverage, managing social media accounts, and accompanying artists and bands to interviews. You'll love NZ music, have a good understanding of social media platforms and be able to pick up new programmes and apps easily.

7. Publicist & Digital Marketer, Auckland

- January 2024 start, for 16 weeks
- Two days per week (16 hours), flexible with some weekend and evening events

In this role you'll be breathing life into promotional campaigns for local artists, events and global record labels - developing and coordinating campaigns for music releases, liaising with media for promotional opportunities and boosting artists' reach and event attendance. As well as strong written and verbal communication skills and the ability to manage multiple projects, you'll have a passion for music and be knowledgeable about the current music scene. Good knowledge of platforms such as Facebook Ads and Google AdWords will also be helpful.

- MUSIC LICENSING, DISTRIBUTION & CATALOGUE

8. Marketing & Administrative Assistant, Wellington

- February 2024 start, for 16 weeks
- Three days per week (24 hours), Tuesdays preferred plus two other days

This internship offers the opportunity to work across various departments in the organisation - from Marketing, the Māori music unit, Finance and Customer Service, as well as providing support to the Chief Executive. You'll need good administrative and technology skills, be well organised and have an interest in music and the arts. The role includes assisting with social media and cataloguing composer works and profiles on the website, so good communication and written skills are also helpful.

9. Industry Organisation Internship, Auckland

- February 2024 start, for 16 weeks
- Two days per week (16 hours), flexible

This is a varied role which will see you working with the Head of Legal & Business Affairs to deliver projects, supporting the Communications Specialist with promotional activities, and supporting the Data and Member Services teams. You'll be committed to diversity and inclusion and creating safe spaces, as well as have a respect for tikanga Māori. Familiarity with Microsoft Office 365 and an interest in analysing data is also helpful.

10. Digital Marketing Intern, Auckland

- February 2024 start, for 20 weeks
- Two days per week (16 hours), flexible

This role will give you the opportunity to learn all facets of the music label and distribution business, as well as how to pitch new music to Digital Service Platforms for playlisting. You'll be assisting with redesigning digital branding, helping the editorial team with creating pitching copy, and redesigning the external communications process to clients and key industry contacts. With an interest in

marketing and passion for digital design, you'll have great communication skills and good attention to detail.

- MUSIC SYNC

11. Music Supervisor Assistant, Auckland

- January 2024 start, for 16 weeks
- Three days per week (24 hours), flexible

Day-to-day you'll be assisting with the music aspect of film, ads and TV projects, such as researching songs, licensing, creating playlists and scheduling meetings, as well as helping to coordinate and deliver a two-day conference and workshop event on music sync. Outgoing and positive, you'll love music soundtracks, be well-organised and have excellent time management and communication skills. Some experience of using DISCO is a plus but not mandatory. A driver's licence is essential for this role.

- EVENTS

12. Events & PR Assistant, Auckland

- February 2024 start, for 16 weeks
- Three days per week (24 hours), flexible

You'll be assisting the team with the planning, delivering and marketing a series of events, from creating event timelines to drafting press releases, and managing and curating social media content. This is a fast-paced environment so you'll need to be able to handle change and pressure, and be confident addressing event and PR challenges. You'll be creative and detail-oriented with excellent written skills to create engaging social media and website copy (including blogs). Graphic design skills, such as Canva or Adobe Photoshop, would also be useful.

13. Event Assistant, Auckland

- February 2024 start, for 16 weeks
- Two days per week (16 hours), flexible

You'll be assisting with the set up and running of a week-long songwriting retreat, focusing on Pasifika songwriters and producers. You'll be interested in learning more about the music industry, event production and artist liaison, as well as being passionate about supporting Pasifika songwriters and producers to grow their industry connections and craft. You'll have a strong attention to detail and will be adept at data entry. A basic knowledge of Microsoft Office is a bonus.

14. Events Intern, Dunedin

- January 2024 start, for 16 weeks
- Two days per week (16 hours), flexible

Working with the Events Operations Manager across a wide range of student-focused events, you'll be assisting with event planning, doing artist bookings, and acting as Artist Liaison at events, as well as some administrative tasks. Good general computer skills are needed for this role and you'll have a good work ethic and be willing to pitch in on event sites.

- TOURING & PRODUCTION

15. Live Event Assistant, Auckland

- February 2024 start, for 12 weeks
- Four days per week (32 hours)

This opportunity will see you gain experience across various aspects of concert logistics, production, event management, operations and marketing. You'll be working closely with the Production and Operations team helping with the planning and organisation of an event, assisting the Marketing teams on the launch and on-sale of tours, and working with promoters on programming an event and securing artists. You'll need good attention to detail, a strong sense of teamwork, be highly self-motivated and organised, and work well under pressure and to tight deadlines.

16. Operations & Production Assistant, Auckland

- February 2024 start, for 16 weeks
- Two days per week (16 hours), flexible

This is a varied role supporting the team with operations, logistics and preparation for live events and live music productions. You'll be preparing event documentation and technical requirements, helping with preparing and packing stage, lighting and backline equipment in and out of vehicles, assisting with crew and transport logistics, and talking with organisers, musicians and clients about what they need for their events. Live production skills such as lighting, live band mixing or AV technician knowledge will be helpful for this role. You'll have an eye for detail and enjoy problem solving, and be equally comfortable with office work and physical work. A driver's licence is essential for this role, and knowledge of how to drive a manual would be useful.

- MUSIC VENUES

17. Venue Assistant, Kerikeri

- March 2024 start, for 16 weeks
- Two days per week (16 hours), flexible

Assisting the Operations Manager, Event Coordinator and Venue Technician in the set-up and running of events at a music and events venue. You will get great experience across multiple facets of the organisation. Responsibilities will include: assisting in sound and lighting for live shows; capturing and managing content for socials and marketing; assisting with event set up including AV for events, inventory and maintenance scheduling; and Box office and Database management. Some experience in sound and lighting is required, and you must be comfortable working with social media and spreadsheets.

18. Venue Bookings & Social Media Assistant, Wellington

- February 2024 start, for 16 weeks
- Two days per week (16 hours), flexible

Working in a music venue alongside the Operations Manager, your role will include booking shows, liaising with promoters, setting up show ticketing, liaising with the Bar Manager and Technical Manager, and assisting with promoting shows on social media platforms. The role will also include assisting as an artist liaison on gig nights and there will be scope to help with touring and artist management as well as assisting audio engineers to get live mixing experience. You must be personable, good at communication and have reasonable computer and social media skills.

19. Venue Intern, Christchurch

- February 2024 start, for 10 weeks
- Three days per week (24 hours), flexible

In this role you'll get experience and/or exposure to all aspects of the operation of a small music venue. A combination of on-site and remote work, you'll be assisting with responding to enquiries, booking shows, liaising with bands, gathering and distributing promotional material. You will also work alongside the Tech Manager and Bar Manager on the delivery of the live shows, including assisting in preparing all equipment and gear for live shows. You must have good communication and team skills, and be proficient using Google Suite and Meta social media platforms.

20. Music Programme Development Intern, Nelson

- February 2024 or April 2024 start, for 10.5 weeks
- Three days per week (24 hours), flexible

This role is designed for recent music graduates, where you'll gain practical insights from experienced educators and events production staff. You'll be involved in event planning and execution, delivering teaching sessions (with guided support) and helping to develop educational programmes, as well as helping with social media promotion and providing administrative support. If you are a performing artist there may also be the opportunity for a residency to develop musicianship skills. Collaborative and professional, you'll have strong initiative and excellent communication skills. You're also passionate about teaching and sharing your love of music.

- RADIO

21. Video & Audio Post-Production Editor, Auckland

- January 2024 start, for 16 weeks
- Two days per week (16 hours), Wednesdays and Fridays preferred

Working with the Programme Director to film live bands in both a radio station setting and other venues, this role will give you the opportunity to develop your filming, editing and post-production skills while adding to your videography portfolio! You will need some video hardware and software

skills, and some knowledge of CMS systems would be helpful. This role will also be assisting with the digitisation of the video and audio archives. You'll be interested in a wide range of genres and love going to live music events, gigs and festivals.

22. Promotions & Programme Assistant, Dunedin

- January 2024 start, for 16 weeks
- Two days per week (16 hours), flexible

In this role you'll be supporting the team with on-ground promotional work and social media management, as well as assisting with programme playlisting. You'll have a can-do attitude and love working in a fast-paced environment, and be passionate about music and art. It would be helpful to have experience of promotional work and social media/design skills, but these are not essential.

- RECORDING STUDIOS

23. Recording Studio Runner/Assistant, Wellington

- February 2024 start, for 16 weeks
- Two days per week (16 hours), flexible

This role is an opportunity to learn how to assist a producer and engineer in a commercial environment. You'll be helping with preparing a studio for recording sessions, including setting up and packing down, and learning how to set up microphones and record band instruments. Some Pro Tools experience on a Mac is required for this role, and you must be passionate about music production and recording studios.

24. Recording Studio Assistant, Dunedin

- March 2024 start, for 16 weeks
- Two days per week (16 hours), flexible but some weekend work will be involved

Working with the Studio Manager, you'll be assisting across a variety of studio work, including recording, mixing and mastering, set-up and pack-down, and maintenance of equipment. You'll need to be comfortable working in Pro Tools, and should have an enthusiasm for a broad range of music styles and genres. A driver's licence is not essential but preferred.

If you have questions about any of these roles, please contact us at internships@nzmusic.org.nz