



INTERNSHIP ROLE DESCRIPTIONS, LOCATIONS AND SCHEDULES

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NB: Applications to these roles close at 5:00pm Friday 14 November.

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2. Festival Production Assistant – Auckland

Whangārei Internships (page 5)

NB: Applications to these roles close at 5:00pm Monday 24 November.

3. Venue Assistant – Whangārei

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NB: Applications to these roles close at 5:00pm Monday 24 November.

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NB: Applications to these roles close at 5:00pm Monday 24 November.

14. Music Media Intern - Dunedin

Early Closing Date Internships

NB: Applications to these roles close at 5:00pm Friday 14 November

1. Accreditation Assistant - Christchurch

- December 2025 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible - some evening and weekend work required

In this role you will be working alongside the Accreditation Manager at an event management and production company. This role will see you work on the accreditation administration for live music events across the summer festival season. Responsibilities will include: assisting with accreditation systems prior to events, including the preparation of accreditation databases; assisting with the creation and organisation of passes, wristbands, and related access materials for festivals and shows; assisting with the on-site accreditation process at events, including check-in and distribution of credentials to crew and suppliers; and assisting with post-event reporting and administration. You will have strong administration and communication skills and confidence using spreadsheets, databases, and other digital tools. A full driver's license is useful but not required.

2. Festival Production Assistant - Auckland

- December 2025 start, for approximately 20 weeks
- Two days per week (16 hours), days flexible

In this role you'll be assisting the Festival Producer and wider festival team on the planning and successful delivery of a major summer music & arts festival. Responsibilities will include: assisting with website and database support, assisting with accreditation processes for festival stakeholders, assisting with social media content creation and management, assisting with general administration tasks and data management, and assisting on-site during the event across different festival teams. You must have strong communication skills and be willing to pick up great administrative skills. Some prior knowledge of platforms like SquareSpace and Mailchimp, as well as

any experience using tools like canva, capcut, Adobe suite or similar graphic and media tools will be helpful. You must be available to work on-site at the festival in late February.

Whangārei Internship

NB: Applications for this role close 5:00pm Monday 24 November

3. Venue Assistant - Whangārei

- March 2026 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible - some evening and weekend work required

In this role you will be closely involved in the practical running of a community performing arts and music venue. You will assist with the preparation for venue events including: set-up, front-of-house, ticketing and pack-down. You will support artists by welcoming them to the space, assisting with soundchecks, and operating basic lighting and sound. You will also create and schedule promotional content including social media posts, newsletters, media releases, and event listings. Some knowledge of basic technical and front-of-house operations is required. You will have good communication, organisation, and digital skills, as well as a respect for Te Ao Māori and diverse communities that utilise the venue. An interest in photography, video editing and/or radio broadcasting is a bonus.

Auckland | Tāmaki Makaurau Internships

NB: Applications for these roles close 5:00pm Monday 24 November

4. Distribution and Artist Support Assistant - Auckland

- January 2026 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

In this role you will be working with the Project Manager and A&R at a digital distribution company. You will be working across various aspects of music distribution including assisting with funding applications, assisting with project coordination for artists, and performing general administrative support tasks. Responsibilities will include: assisting with the preparation of funding application materials; assisting with social media content creation; assisting with document management; attending artist meetings; contributing ideas to creative and release plans for artists; producing digital assets for music releases. You will be proficient in Google Suite and have some knowledge of basic design software. You will have strong written communication skills, a people-focussed mindset and a passion for music.

5. Content Creation and Event Administration Intern - Auckland

- March 2026 start, for approximately 20 weeks
- Two days per week (16 hours), days flexible, with hours increasing around key events.

This role will see you working at a music rights management organisation alongside the social media, data and communications, and events teams. You will be working on the administration for a major music awards event. Responsibilities will include: supporting the maintenance of key databases and systems; assisting with communications and social media strategy for the awards; assisting with ticketing activities; assisting with social media reporting and data management. You will have strong written and oral communication skills, experience with Canva, social media platforms and working knowledge of Microsoft Office suite.

6. Audio Engineering and Project Assistant - Auckland

- February 2026 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

In this role you will be working at an indigenous focused, independent music, art and community venue. You will be working across a variety of roles including supporting community-driven recording and live music projects. Responsibilities will include assisting with audio engineering, supporting live and recorded sessions, and contributing to the music stream of an online community platform run from the venue. You will have some practical skills in music performance, recording, and/or sound engineering, be comfortable working in a dynamic environment, be curious about multimedia art and underground music, and will be passionate about providing access and support to Māori, Pasifika, BIPOC, and LGBTQIA+ communities.

7. Studio Assistant - Auckland

- January 2026 start, for approximately 20 weeks
- Two days per week (16 hours), days flexible - some evening and weekend work required

In this role you will work alongside the Studio Manager/Chief Engineer at a busy recording studio. Your primary role will be to support the engineers and management, and ensure clients are looked after during their time at the studio. Responsibilities will include learning how to set up and take down sessions, diagnosing and repairing equipment, assisting engineers with studio sessions, and keeping the studio in top shape. You will receive Pro Tools and tape machine training, and learn about professional recording processes through hands-on work with microphones, analog mixing desks and outboard gear. You will also receive training in useful soft skills. You will have strong people skills, be reliable, focused and take initiative. Any audio/production skills are desired, and any previous hospitality or customer service experience is a bonus. Driver's license required.

8. Backline and Live Events Intern - Auckland

- January 2026 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible - some evening and weekend work required

In this role you will work alongside experienced professionals at a backline and event production company where you will learn the ins and outs of what brings shows from the warehouse to the stage. Responsibilities will include: preparing and packing gear for shows; assisting in the delivery and set up of backline, barrier and stage equipment; assisting crews on stage at major live events and festivals; assisting in the management of warehouse stock and maintenance of instruments and technical equipment. You will be punctual, honest and have a great can-do attitude. You will know your way around basic music gear, and have a genuine interest in the logistics of stage craft and live events. You will have good digital skills, specifically a knowledge of spreadsheets and basic office software. A driver's licence is required. Bonus (but not essential) if you can drive a manual, have a Class 2 Truck licence or a forklift licence.

9. Artist Management Intern - Auckland

- March 2026 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible.

In this role you will be working with a small artist management company across different areas of the music industry. Responsibilities will include: editing and creating visual content (both static and video); writing artist bios; assisting with PR for gigs and music releases; assisting with other creative copy writing. You will assist with project management by tracking timelines, assets, and expenses. Additionally you'll help build and execute release plan strategies including social media marketing around artists releases. The role will also involve some administrative assistance to the management team, including travel arrangements, co-ordinating artist calendars and broader management tasks. We are looking for someone with excellent time management skills, who is calm under pressure, and has a strong work ethic. Must have a full driver's license and own vehicle.

Wellington | Te Whanganui-a-Tara Internships

NB: Applications for these roles close 5:00pm Monday 24 November

10. Programming, Content and Events Assistant - Wellington

- February 2026 start, for approximately 16 weeks
- Two days per week (16 hours), Mondays and Fridays preferred.

In this role you will be working alongside the Station Manager, Programme Director and Social Media Manager at an independent radio station during the busy summer festival season. You will be working across a variety of on-air, online and festival site tasks. Responsibilities will include assisting with booking on-air interviews, liaising with festival stakeholders, social media content creation, and some website administration. You will also be working onsite at some summer festivals on a variety of tasks with the wider radio team. You will be personable, have good time management and be passionate about local music. You will have a good understanding of social media and an eye for detail. Video and audio editing experience is a plus.

11. Pro Tools and Studio Assistant - Wellington

- February 2026 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

This internship offers hands-on experience in music and audio production at a recording studio. This role requires some basic proficiency in Pro Tools, but further training will be provided. Responsibilities will include: setting up mix sessions following established templates and workflow; editing sessions ready for mixing; assisting with the set up for recording sessions; mixing music and post-production projects under guidance; recording simple projects like audio books and podcasts. You will have some prior experience with editing, mixing, or recording; a strong attention to detail and a willingness to learn; good communication and time management skills.

Christchurch | Ōtautahi Internships

NB: Applications for these roles close 5:00pm Monday 24 November

12. Venue Assistant - Christchurch

- January 2026 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible - some evening and weekend work required

In this role you will be working in a small music venue alongside the Venue Co-Owner/Bookings Manager. A combination of on-site and remote work, you'll be assisting with advancing bookings for shows; assisting with the coordination of events, including an artist seminar series; assisting with marketing and promotion for regular events; assisting with on-site venue maintenance and upkeep; and assisting with online gig guide listings. You will be proficient in using Google Suite and social media platforms, have some basic graphic design skills, be able to interact with a wide variety of demographics, and you will have some knowledge of the music community in Christchurch. A full driver's licence is required.

13. Event Coordination Assistant - Christchurch

- February 2026 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible.

In this role you will be working at an independent radio station on a series of public events and live radio broadcasts. You will be assisting the station team on the coordination of live events, with responsibilities including: assisting with budgets and delivery schedules; liaising with stakeholders; assisting with event marketing; assisting with social media and website content; assisting with post-event reporting and reflections. You will also be working on-site during events with the wider station team. You will have proficiencies in Microsoft Office, Google Suite, social media, and basic Wordpress skills. You will have an understanding of independent music media in New Zealand and a passion for the Christchurch music scene. A full driver's license is required.

Dunedin | Ōtepoti Internships

NB: Applications for this role close 5:00pm Monday 24 November

14. Music Media Intern – Dunedin

- February 2026 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

This role will see you working across two iconic student media organisations creating engaging content for print, digital, and radio. Responsibilities will include: assisting the organisation of radio interviews with local and international touring artists; supporting the radio team with the delivery of live events; writing music reviews, features, and interviews for print and online; producing and hosting a radio show. You will need strong written and oral communication skills, research skills, social media and content creation skills, and ideally some experience in audio production. You will have a passion for Dunedin's music scene and an understanding of media ethics and responsible journalism practices.