

INTERNSHIP ROLE DESCRIPTIONS, LOCATIONS AND SCHEDULES

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Applications for all roles close 5:00PM Monday 23 November 2026

Check out the **Intern FAQ** and **eligibility criteria** here and please contact the NZ Music Commission at internships@nzmusic.org.nz with any questions

Kerikeri Internship

1. Social Media, Digital Marketing & Technical Production Intern

- January 2027 start, for approximately 16 weeks
- Two-three days per week (16 hours), days flexible, some evening and weekend work required.

In this role, you will work alongside the team at a busy performing arts and music venue to support the delivery of events through social media and digital marketing, as well as technical event production tasks.

Responsibilities will include: assisting with the development of social media strategies; creating compelling digital content (including video content and EDMs); assisting the Marketing Coordinator with the development of a library of brand assets such as templates, graphics, logos and style guides as part of a broader venue re-brand; assisting with the set-up and pack-down of technical equipment at events; and supporting the venue technician during events. You will also attend weekly operational meetings, where you will learn venue software and build other professional skills.

You must have a good understanding of social media and online trends, great communication skills, and a knowledge of, or willingness to learn about, the technical side of event production. You must also be comfortable with the physical side of event set-up and pack-down. Some weekend and evening work will be required around the event calendar. A full driver's license is required for this role.

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Auckland | Tāmaki Makaurau Internships

2. Membership & Distribution Support Assistant

- February 2027 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

In this role, you will work alongside a dedicated team at a music rights management organisation, gaining practical experience across administration, data management, member services, and project coordination.

Key responsibilities include: supporting member outreach and onboarding, maintaining customer relationship management records, assisting with reporting and data analysis, matching usage data, and providing administrative support across distribution and licensing activities.

The ideal candidate will possess strong communication and organisational skills, exceptional attention to detail, and a proactive, customer-focused approach. A passion for the Aotearoa music industry and an interest in music copyright are essential. Previous administration experience and proficiency with Microsoft 365 and Salesforce would be advantageous.

3. Assistant Audio Engineer

- January 2027 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

In this role, you will work alongside the Studio Coordinator and other team members 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: supporting engineers and the management team by preparing studios for sessions; setting up instruments and equipment for sessions; documenting sessions; managing project files; diagnosing and repairing equipment; and keeping the studio in top shape. You will also help ensure clients have a positive experience at the studio by providing excellent hospitality and customer service.

Prior audio engineering training or music creation is preferred but not essential. You will need to be punctual, reliable, detail-oriented and comfortable following directions, with strong people skills. Any previous hospitality or customer service experience is a bonus. A full driver's license is required for this role.

4. Publicity & Social Media Intern

- March 2027 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

This role will see you working at a leading youth and music development organisation, where you will help shape the communication, storytelling and public profile of their platforms. You will be working on the lead up to, and delivery of, a busy event series.

Key responsibilities will include: creating engaging content that reflects the organisation's voice and values; assisting with press releases and media invites; organising content libraries; undertaking content research to better understand audience interests and trends; and participating in event-day delivery tasks and content creation.

You will have a strong ability to translate ideas, events and young people's experiences into engaging content for social media, as well as attention to detail and administrative skills. You will have great people skills, be willing to learn, take initiative, and be passionate about music and young people in Aotearoa.

5. Marketing & Communications Assistant

- February 2027 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

In this role you will learn about music licensing for New Zealand businesses and organisations to use music, helping ensure music creators and rights holders are paid when their music is used commercially. Your primary role will be creating and adapting educational content for audiences across digital platforms, and supporting online community engagement.

Responsibilities will include social media content development and scheduling; assisting with YouTube channel management, captions, descriptions and content optimisation; supporting digital audience growth through community engagement; and liaising with partner businesses and industry organisations. Throughout the internship, you will also be introduced to other areas of the business, including customer experience, data quality and music-use compliance, providing a broader understanding of the business and licensing side of the music industry.

You will be curious, proactive and eager to learn, with excellent attention to detail and organisational skills. You will have an interest in digital communications and the music industry and be confident using Microsoft 365 applications. Content creation experience, including writing, video or social media, and website or CMS experience would be an advantage but are not essential.

6. Artist Management and A&R Intern

- February 2027 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

In this role you will work alongside a small team at an artist management company, gaining first-hand insight into how artist careers are developed and managed.

Responsibilities will include: assisting with the coordination of a single release campaign; supporting timeline and calendar management; assisting with social media content planning; assisting with playlist pitching; assisting with data management and reporting; maintaining good communication with artists and other stakeholders; assisting with the set up and execution of writing sessions at the in-house recording studio; attending fortnightly A&R meetings. You'll get hands-on time across touring, brand partnerships, publishing and sync, funding applications, and insight into royalties management.

You will have excellent organisational and communication skills, a strong attention to detail, and some knowledge of everyday digital tools including email, Google Drive, spreadsheets and social media. You will be passionate about New Zealand music, and be curious, proactive and keen to learn about the business side of a music career.

Roles continued on next page.

7. Production Intern

- January 2027 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

In this role you will be assisting the producers of a major New Zealand music documentary feature film, gaining hands-on experience across various stages of the filmmaking process, with a particular emphasis on soundtracking and music sync.

Responsibilities will include: communicating with sync and music licensing teams; taking notes at production meetings; scanning and cataloguing music and archive materials; assisting editors with file management; participation in publicity and marketing planning; and assisting with crew hospitality.

You will need great communication skills, resourcefulness, discretion with handling sensitive data, strong organisational abilities and a working knowledge of basic Microsoft 365 tools. Familiarity with, or a willingness to learn, editing software such as Premiere Pro and ProTools is helpful.

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Wellington | Te Whanganui-a-Tara Internships

8. Event Logistics Intern

- January 2027 start, for approximately 12 weeks
- three days per week (24 hours), days flexible, some evening and weekend work required

In this role, you will support the Operations Manager across the full delivery of a weekend-long music & arts festival, from pre-event planning to pack-out.

Responsibilities will include: assisting with the production schedule; assisting with event control planning; tracking supplier compliance and delivery; and assisting with crew and volunteer briefing and scheduling. You will also work on-site at the festival assisting with installing site infrastructure, checking safety systems, responding to any live operational issues, and assisting with the coordination of pack-out and post-event reporting.

You must have strong communication skills, a practical approach to problem-solving, and a working knowledge of health and safety practices. Some prior knowledge of platforms like Airtable and Google Workspace will be helpful, as will any hands-on experience with event pack-in and pack-out, site plans or crew coordination. You must be available to work on-site throughout the festival, week commencing 15 March 2027.

9. Music Collection & Digital Content Assistant

- February 2027 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

This role will see you working at a busy non-profit arts service organisation, where you will support the team in publishing New Zealand music scores and in cataloguing physical and digital materials.

Key responsibilities will include: cataloguing and integrating scores submitted to the collection; preparing materials for deposits with the National Library and Ngā Taonga Sound and Vision; auditing and updating existing information in the online catalogue; assisting with copywriting and digital content creation; and uploading event listings and resources to the website.

You will need to have strong attention to detail with the ability to prioritise, plan ahead and problem solve. You must have strong digital literacy skills, and be eager to work in a collaborative and small workplace with a commitment to upholding Te Tiriti o Waitangi principles. This role is best suited to someone who has a genuine interest in archival practices and the long-term value of cultural collections. You must be able to read notated music at a basic level to support accurate cataloguing.

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Dunedin | Ōtepoti Internships

10. Assistant Recording Engineer

- February 2027 start, for approximately 16 weeks
- Two days per week (16 hours), days flexible

In this role, you will work alongside the Studio Manager at a busy community recording studio, gaining hands-on experience in studio operations and audio engineering.

Responsibilities will include: assisting with session set-up and management; assisting with recording and engineering sessions; assisting with post-production editing; booking sessions and liaising with clients; assisting with some studio and gear maintenance; and assisting with some administrative tasks.

You will be working with a wide variety of clients, so a working knowledge of Avid Pro Tools and a basic understanding of recording studio workflow are essential. You will receive mentoring on production techniques and have opportunities to develop your personal musical and engineering skills.

11. Assistant Events Coordinator

- January 2027 start, for approximately 16 weeks
- Two days per week (16 hours), Friday and Saturday, some evening work required

In this role, you will work alongside the Events Coordinator at a small live music venue, learning how live events are planned, promoted and coordinated in the live music industry.

Responsibilities will include: supporting the Event Coordinator with planning and promoting upcoming shows; responding to promoter and band queries; distributing promotional materials; and acting as a point of contact for artists. You will also assist with artist set-up and hospitality on event days, help prepare the venue ahead of shows and reset the venue afterwards.

A genuine passion for live music and the Aotearoa music scene is essential. You will have great communication skills, be timely and organised, and have a desire to provide the best experience for performers and audiences.

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