



The Push Inc.  
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## **VOLUNTEER POSITION DESCRIPTION GIG GUIDE COORDINATOR**

### **Application process:**

Please send your application to Samantha Wass, Online Content Coordinator, [sam@thepush.com.au](mailto:sam@thepush.com.au), by 5pm on Friday 2<sup>nd</sup> March 2018.

This should be your resume; a short email saying why you want to take on this role and how you meet the duties and selection requirements (see below); a sample of your written work; and a reference to contact.

Short-listed applicants will then be asked to attend an interview at The Push offices.

If you have any other questions, please call during business hours at The Push on (03) 9380 1277.

### **About The Push:**

The Push is a youth music organisation that produces all ages events and other programs. The Push also provides advice to young people about careers in the music industry and the staging all ages events. Further information on The Push is available at [www.thepush.com.au](http://www.thepush.com.au).

### **Volunteering at The Push:**

Volunteer roles at The Push are undertaken for no financial payment; however agreed travel costs will be reimbursed. People choose to give their time to be of benefit to the community, The Push and themselves.

You must be 16 – 25 years of age. People under 18 need the written consent of their parent or guardian to take on a volunteer placement

### **Volunteer Rights and Responsibilities**

The Push requires volunteers to:

- Respect the philosophies and principles of The Push (eg. drug, alcohol and smoke-free)
- Maintain appropriate conduct at all times and respect the rights of others
- Be punctual and reliable
- Uphold confidentiality
- Sign a Volunteer Agreement outlining the requirements of the role

You can expect:

- A safe work environment
- Insurance coverage
- To have your personal information dealt with confidentially
- Support and on-the-job training to develop your skills and experience
- The chance to exchange information and knowledge with other volunteers
- Guidance provided on your roles and responsibilities, resolving troubleshooting and self-assessment
- That you have the right to say no if you feel uncomfortable with requests that are placed upon you. (It is important for volunteers to recognise their own interests, strengths and limitations.)

## **The Volunteer Position:**

The position is The Push Gig Guide Coordinator internship.

This role works under the direction of Samantha Wass, Online Content Coordinator, who provides day to day supervision of tasks to be undertaken and helps solve problems. This role is supported by Melinda Krause, Push Projects Officer.

We are offering the Gig Guide Coordinator internship commencing in March 2018, starting with a one month review period, followed by reviews at three and six months. The internship position is for approximately six months, with the potential for extension.

The role will require a commitment of seven hours per week. For example one day per week from 10am to 5pm.

This role is located at The Push offices at Level One, 233 Sydney Road, Brunswick in the Brunswick Town Hall (corner of Dawson St). Public transport is close by with trams running regularly along Sydney Rd and Jewell station (Upfield line) just around the corner.

## **Duties**

- Research relevant media, online and other resource possibilities listing all age and under 18's events for the purpose of updating and maintaining The Push Gig Guide.
- Create a weekly updated list of these gigs for The Push and FReeZA Gig Guide.
- Produce The Push Beat Magazine All Ages Music Column, a weekly music news and event supplement about music, bands or other relevant issues.
- Subscribe to free website or publication mailing lists on behalf of The Push Gig Guide to receive updates on all age events occurring across Victoria.
- Research content and regularly update the Push opportunities webpage
- Liaise with Push staff for assistance or guidance when needed.
- Review all ages events as requested and review new music releases where appropriate for the Push or FReeZA websites
- Uphold the values of The Push and adhere to the organisational policies and procedures.
- Other duties as consistent with the role and the volunteer's skills

## **Selection requirements for the Gig Guide Coordinator role**

The successful applicant should be able to meet the following requirements:

- Able to consistently commit to seven hours per week in The Push offices
- Want to take on a long-term placement where you will gain a lot of experience
- Loves music, goes to gigs and has an interest in the all ages music scene
- Is interested in being involved in The Push
- Good writing and computer skills
- Works well in a team, well organised with great attention to detail
- Familiar with FReeZA events
- Able to complete the duties listed in the position description
- Be proactive and show initiative, take feedback and work well under direction
- Be able to work to deadlines, be thorough and well researched