



Label Assistant, ABC Music

This vacancy is open only to Aboriginal and Torres Strait Islander applicants, reflecting our commitment to the ABC's Reconciliation Action Plan, ABC Equity and Diversity Plan and the Equal Employment Opportunity (Commonwealth Authorities) Act 1987.

- Be a part of Australia's independent national broadcaster
- \$50K - \$56K p.a. + choice of 15.4% super
- Convenient CBD location (near Central Station)

Working at the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,000 employees from diverse backgrounds across over 50 locations around Australia and overseas, we are proud to create, curate and deliver high-quality content that informs, educates and entertains Australian communities.

The ABC's a great place to work; we provide various opportunities for Indigenous staff, including attending the national Indigenous staff conference, activities during NAIDOC week, regular networking events and mentoring support.

You'll have a friendly and supportive environment to learn and grow in, with a vibrant, dynamic and cohesive team and a manager who will help you with any questions and give you regular opportunities to talk about your progress. You'll also have access to a network of Indigenous staff and support from the ABC's Indigenous Employment Manager.

About the Role

Do you have strong administration experience, with exposure to marketing and a keen interest in music? We're looking for a Label Assistant to join our vibrant ABC Music team. In this exciting role you'll assist the ABC Music & Events team across marketing, production and administration tasks, including:

- Coordinating publicity mail-outs and general promotional activities.
- Assisting in the maintenance of all stock ordering and dispatch logs for the department, artists, promotional purposes and third parties.
- Liaising with artists, ABC Staff and customers on product information, stock movement and tour information.
- Assisting with the booking of travel and accommodation for artists and colleagues.
- Organising agendas, taking minutes of meetings and handling general enquiries for ABC Music & Events.
- Assisting in researching and archiving for ABC Music.
- Dispatching internal and external correspondence.

If you have a positive can-do attitude and ready to take on the challenge, we'd love to hear from you.

About You

You will have a knowledge and understanding of Aboriginal and Torres Strait Islander cultures, and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. You will have an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people. You will also be:

- A keen organiser and able to interpret and follow instructions to complete work in a timely manner.
- Able to identify issues and refer upwards where necessary.
- A great communicator who has demonstrated client focus with a positive approach.
- Adept at using Microsoft Word, Excel and Office.

For an overview of the role, please refer to the position description at abc.net.au/careers

For further information please contact Basil Cook, Manager, Contemporary Labels on (02) 8333 4212.

Applications Close: 31 October 2018 - Applications must be submitted online.

**ABC
ON-LINE**