|  |  |  |  |
| --- | --- | --- | --- |
| Position Title | Label Assistant  | Position No. | P388823 |
| Team | ABC Music (Contemporary)  | Classification | Admin Professional Schedule A |
| Department | ABC Commercial  | ScheduleRoster Cycle | Full Time  |
| Location | Ultimo  | Band / Level | 2/8 |
| Reports to  | Business Coordinator | HR Endorsement |  |
| Purpose |

 **To assist with the marketing, production and administration of the ABC Music label.**

|  |
| --- |
| Key Accountabilities |

* Assist the within the ABC Music & Events team in duties associated with the marketing and production of releases including the coordination and performance of publicity mail-outs, general promotional activities and other related tasks as directed.
* Assist with stock ordering & dispatch for the department, artists, promotional purposes and third parties. Assist in the maintenance of all stock ordering logs. Distribute artist and third-party label contractual samples and contracts accordingly.
* Assist with third party label copy, update grids and file appropriate information relating to each clearance. Monitor time line of reporting form Third Party Distributors
* Assist in the passage way of all project costings for ABC Music & Events
* Assist with accounts payable
* Under close direction, liaise and correspond with artists, their representatives, ABC Music distributors, ABC Staff and customers on product information, stock movement and tour information.
* Assist with the booking of travel and accommodation for ABC Music & Events artists and staff.
* Provide general administrative support for ABC Music & Events including organising agendas and taking meeting minutes, upkeep of spreadsheets and grids, arranging couriers, filing, photocopying, ordering stationery, and handling general enquiries.
* Assist in the monitoring of stock levels, supply artist tools and other ad hoc tasks.
* Assist in researching and archiving for ABC Music.
* Log incoming recording proposals and ensure each submission is replied to.
* Assist with the distribution and collection of post
* Actively promote the ABC values and apply all relevant workplace policies and guidelines.
* All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors and Other

|  |
| --- |
| Key Capabilities/Qualifications/Experience |

1. Demonstrated good organisational skills coupled with the proven ability to interpret and follow instructions to complete work in a timely manner.
2. Proven ability to identify work related problems and refer upwards where necessary.
3. Demonstrated client focus with a positive approach to internal and external relationships.
4. Demonstrated basic PC literacy with ability to use a range of applications, particularly Microsoft Word, Excel and Office.
5. Proven ability to communicate information in a clear manner, verbally and in writing.
6. Demonstrated knowledge of the Australian Music industry desirable.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
9. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.
10. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.