

<https://www.jobzfrica.com/job/universal-music-internships/>

Universal Music: Admin Internship 2025/26 New Hiring

Description

The Admin Internship at Universal Music presents an exciting opportunity for individuals passionate about music and administration. Interns will immerse themselves in various administrative tasks, gaining insight into the operational facets of the music business and supporting key departments.

Responsibilities

- **Office Support:** Assist in general office duties, including data entry, filing, and maintaining records.
- **Calendar Management:** Aid in scheduling meetings, appointments, and travel arrangements for team members.
- **Correspondence Handling:** Manage and respond to emails, phone calls, and inquiries professionally and promptly.
- **Document Preparation:** Assist in drafting and proofreading documents, reports, and presentations.
- **Event Coordination:** Support in organizing events, concerts, or promotional activities.
- **Database Maintenance:** Assist in managing databases, updating contact lists, and cataloging assets.

Qualifications

- **Education:** Currently pursuing a degree in Business Administration, Music Business, or related fields.
- **Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- **Organization:** Excellent organizational skills and attention to detail.
- **Communication:** Strong written and verbal communication abilities.
- **Passion:** Enthusiasm for the music industry and administrative work.

Job Benefits

- **Learning Experience:** Gain exposure to the music industry's administrative side.
- **Networking:** Collaborate with professionals in a creative and vibrant atmosphere.
- **Skill Development:** Enhance administrative skills and knowledge.
- **Career Growth:** Potential opportunities within Universal Music's network.

Contacts

To apply for the Admin Internship at Universal Music, please follow these steps:

- **Application Submission:** Visit the Universal Music official website or their designated career portal.
- **Job Listings:** Navigate to the "Careers" or "Jobs" section.
- **Search for Position:** Locate the specific Admin Internship position. Ensure

Hiring organization

Universal Music

Employment Type

Intern

Duration of employment

3 Months

Industry

Musicians

Job Location

Buffalo City, Eastern Cape, South Africa, 5200, Buffalo City, Eastern Cape, South Africa

Working Hours

09

Date posted

August 17, 2025

Valid through

14.02.2028

it matches your qualifications and interests.

- **Application Form:** Complete the online application form. Provide accurate personal details, education history, and relevant documents.
- **Resume/CV:** Upload your updated resume or curriculum vitae (CV), highlighting your skills, experiences, and educational background.
- **Cover Letter:** Write a compelling cover letter expressing your interest in the Admin Internship role at Universal Music. Outline why you're a suitable candidate and how your skills align with the position.
- **Submission:** Review your application to ensure accuracy and completeness. Submit the application.
- **Follow-Up:** After submitting your application, periodically check your email for updates. Be responsive if contacted for further steps or interviews.