

ABC POSITION DESCRIPTION

Division: <i>Radio</i>	Position Title: <i>Radio Trainee – Content Maker</i>
Department: <i>Spoken</i>	Classification: Content Maker (Schedule A) Band 2
Location: <i>Darwin</i>	Position No: 446661
Reporting to: Content Director, ABC Radio Darwin	Approval date:
<p>Purpose: To learn a range of content making roles at the ABC including creating broadcast, digital, social media and mobile content to attract and build audience in line with ABC Radio’s goals and strategies.</p>	
<p>Key Accountabilities:</p> <ol style="list-style-type: none"> 1. Develop program production, recording and editing skills for flow radio programs. 2. Suggest content, research and compile simple stories of suitable duration for program that are clear and accurate. 3. Develop competence in the use of electronic studio & field recording, replay & editing equipment. 4. Pre-record straightforward interviews, voice reports/packages. 5. Support local community activities, such as outside broadcasts. 6. Produce digital and social media content including taking, editing and uploading photos and videos. 7. Actively promote the ABC values and apply all relevant workplace policies and guidelines. 8. 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 Officers. 	
<p>Key Capabilities/Qualifications/Experience:</p> <ol style="list-style-type: none"> 1. Capacity to rapidly develop the ability to create compelling local radio and digital content with an audience focus, meeting style guidelines. 2. Understanding of the issues that affect the local audience and ability to engage with diverse communities. 3. Sound editorial skills including the ability to source and analyse information and exercise sound judgement, meet deadlines and pay attention to detail. 4. Experience publishing content on social media in a personal and professional capacity and familiarity with social media as a research tool and to connect with audiences. 5. An understanding of online as a medium. An interest in broadcast, digital and social media technology, including the aptitude to create video, photo and other online content. 6. Has creative ability, imagination & resourcefulness; is willing share information and learn from others; can participate effectively as part of a team & establish good working relationships. 7. Knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/ or Torres Strait Islander people; and an ability to communicate sensitively and effectively with Aboriginal and/ or Torres Strait Islander people. 8. An understanding of and commitment to the ABC’s aims, values and workplace policies. 	