



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	EXECUTIVE PRODUCER
Position no:	30005103
Team:	[Audio]
Department:	Radio National
Location:	Sydney
Reports to:	FACTUAL EDITOR 50047758
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 8]
HR Endorsement:	3/12/2024

Purpose

To lead and oversee the editorial direction of Late Night Live on whatever platform the program appears. Manage the team of Late Night Live content makers, be the first level of upward referral.

Key Accountabilities

- Lead the overall vision, editorial direction, and production teams for Late Night Live across radio and digital platforms.
- Generation of original ideas to produce sophisticated, relevant, and creative programs which engage audiences.
- Implement creative strategies to build Late Night Live's digital and broadcast audience.
- Maintain editorial and quality standards to meet agreed output levels.
- Provide dynamic leadership to ensure a shared understanding and commitment to the program and the network.
- Oversee rosters and program budgets and run the show within the annual budget.
- Fault-free live paneling and studio production of Late Night Live as required.
- Provide regular feedback to all Late Night Live producers, including annual appraisals, mid-year check-ins and performance management.

- Actively develop the editorial and technical skills of the Late Night Live team, mentoring more junior team members.
- Give ongoing support and feedback to the Late Night Live presenter on editorial and presentation issues.
- Lead the program's digital presentation on the Late Night Live website and on podcast apps, while working closely with the Society & Culture digital team to take advantage of other online opportunities to build and maintain a national audience for this high-profile program.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications or demonstrated equivalent skills, knowledge and experience.
2. Proven capacity for highly creative leadership and the ability to design and produce an engaging and entertaining radio program that meets the needs and interests of the target audience.
3. High level editorial skills with an excellent news sense and a demonstrated interest in, and knowledge of, domestic and international issues and debates, from politics to economics, to business and the arts.
4. Demonstrated ability to produce sophisticated and comprehensive briefs on complex topics.
5. Established ability to manage and develop team members; to produce outstanding quality work to tight deadlines.
6. Excellent communication skills, expertise in live studio directing, and experience with managing multiple program stakeholders, including presenter, guests, and technical staff.
7. Exceptional administrative and organisational skills including experience with budget resources management.
8. 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.
9. A proven ability to source and maintain contacts across the broader Australian community.
10. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **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.
12. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.

