



POSITION DESCRIPTION

Position Title	PRODUCER MORNINGS DOUBLE J	Position No.	50052830
Team	Entertainment & Specialist	Classification	Content Maker
Department	Double J	Schedule Roster Cycle	Schedule A 2 Week Rostered
Location	Melbourne	Band / Level	Band 4
Reports to	Senior Producer Music Programs, Double J 50041909	HR Endorsement	16/10/2019

Purpose

To oversee and co-ordinate the content and sound of Double J's Morning program, produce the Take 5 segment and podcast, and other Double J programs as required. To contribute to the maintenance and growth of the target audience.

Key Accountabilities

- Produce the weekday Mornings program including providing in-studio production support, managing audience interaction, guests and regulars.
- Identify topics, talent and themes for programs, planning ahead to tie in with topical events.
- Working with the presenter, research and develop content, interviews, and longer campaigns for the program.
- Write, produce, mix and edit interviews and other elements for the program.
- Working with the presenter, produce, edit, mix and publish the Take 5 segment for podcast and broadcast.
- Co-ordinate program content across all platforms including on-demand audio, video, online, mobile and social media.
- 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. Proven experience in radio with sound editorial skills and judgement. Accomplished and proficient at producing key elements of program sound, including live radio producing skills and experience.
2. Proven ability to produce creative and engaging radio and online content for and audience aged 25-50. Including an innovative and creative approach to story construction, delivery and interactivity on radio.
3. An understanding of Double J and triple j's target audiences, core values and role in the Australian music and media industries.
4. High-level interpersonal and motivational skills and ability to work under pressure with creative people, to tight deadlines.
5. Demonstrated communication skills with the ability to provide feedback to presenters.
6. Sound working knowledge and experience in operating digital broadcast systems and production equipment
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.





POSITION DESCRIPTION

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:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
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.