



## POSITION DESCRIPTION

Australian Broadcasting Corporation

| Label           | Description                                |
|-----------------|--|
| Position Title: | AUDIO PRODUCER FOR PODCAST DEVELOPMENT     |
| Position no:    | 50056221                                   |
| Team:           | [Audio]                                    |
| Department:     | Audio Studios                              |
| Location:       | Ultimo                                     |
| Reports to:     | EXECUTIVE PRODUCER, TRUE CRIME<br>50018254 |
| Classification: | Content Maker                              |
| Schedule:       | [Schedule A]                               |
| Roster cycle    | [Non-Rostered]                             |
| Band/level:     | [Band 4-5]                                 |
| HR Endorsement: | 27/02/2025                                 |

### Purpose

Develop and evaluate podcast ideas and pitches through research, investigation, testing and piloting for the ABC's investigative and narrative audio titles. Undertake pre-production tasks and develop workflows for new podcasts for true crime titles such as *Unravel* as well as unscripted content for other podcasts.

### Key Accountabilities

- Working under general direction, conduct research into and assist in the evaluation of podcast pitches, the evidence base behind them and their suitability for commissioning through investigative journalism, research, and fact checking.
- Produce pilot audio and establish production processes for newly commissioned podcasts by planning, scripting, recording and editing audio content for multiple prospective podcasts, and podcasts in pre-production, to deadlines and their brief.
- Assist video producers in the process of setting up, shooting and editing pilot and test videos that are produced alongside audio content, and assist in creating production workflows for video content in pre-production and early production stages.
- Collaborate with key stakeholders to devise production schedules and ensure on-time delivery of podcast pilots, development processes, and podcasts in the early stages of production.

- Comply with Rights management obligations and documentation.
- Work closely with a range of stakeholders to help produce high-quality, distinctive, shareable content on third party platforms (e.g. Facebook, Instagram) that will help to launch new podcast titles and new seasons, engage existing and reach new audiences, exercising substantial editorial and creative responsibility.
- Prepare and pilot content distribution for new podcasts and seasons through creative re-packaging of audio content as online content for distribution via websites or social media, including writing episode descriptions, headlines, posts and sourcing images.
- 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 with demonstrable passion for on-demand audio and podcasts.
2. Demonstrated experience and creativity in all aspects of audio/digital production, including audio and text editing skills.
3. Accomplished writing skills and sound editorial judgement with thorough attention to detail.
4. Demonstrated experience in journalism supported alongside investigative reporting techniques.
5. Experience in scripting plot and scene-driven narrative audio.
6. Accomplished image and video editing experience in creating high quality social media content.
7. Ability to work independently and as part of a small team, with the ability to work collaboratively with multiple teams with diverse ideas to manage projects and meet deadlines.
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. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **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.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

