



POSITION DESCRIPTION

Position Title	EXECUTIVE PRODUCER	Position No.	50060882
Team	Entertainment & Specialist	Classification	Content Maker
Department	Drama, Entertainment & Indigenous	Schedule Roster Cycle	Schedule A 2 Week Rostered
Location	Ultimo	Band / Level	Band 9
Reports to	HEAD DRAMA, ENTERTAINMENT & INDIGENOUS 50033387	HR Endorsement	16/03/2021

Purpose

Executive Producer, Entertainment & Comedy, will be key to the identification, development and production of ABC TV's commissioned slate of entertainment and narrative comedy programs. The Executive Producer will further the ABC's reputation for distinctive and innovative content and ensure that it connects with our audience.

Key Accountabilities

Creative and Editorial Leadership:

- Manage the development and production of entertainment and narrative comedy programs of the highest quality, consistent with the aims of ABC television.
- Identify and develop new entertainment and narrative comedy programs with an emphasis on popular, original and diverse content.
- Evaluate and make recommendations regarding entertainment and narrative comedy programs submitted to the ABC.
- Lead the editorial execution of relevant production projects, ensuring quality upholds the values of the ABC.
- Provide sound editorial judgement through the development process which ensures that the content satisfies ABC's editorial and production standards and ABC's Editorial Policy and Charter obligations.
- Develop, foster and maintain collaborative working relationships with internal and external stakeholders.

Leadership & Management of People:

- Lead and manage specific production teams to ensure high performance and development of team members.
- Encourage creativity, promoting collaboration and engendering trust through positive strategies and by setting a strong personal example.
- Actively promote 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.

Stakeholder Management:

- Establish and maintain effective external stakeholder relationships with suppliers, relevant television and film funding organisations, production companies and independent producers, both locally and internationally; working to support the ABC as the broadcaster of choice for quality entertainment and comedy programs.
- Establishing oneself as a key point of contact for external creatives and maintaining ongoing external relationships. Foster and maintain key relationships within the Entertainment and Specialist division and across other ABC teams.





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Key Capabilities/Qualifications/Experience

1. Creative, decisive and versatile; the ability to work under pressure and manage the development and production of television content of the highest quality; consistent with the aims of ABC television.
2. High-level working knowledge of local and international trends in Entertainment and Narrative Comedy and demonstrates a diverse taste and a range of experience across genres and program styles.
3. High-level editorial skills with the proven ability to develop programs that are in-line with broadcaster objectives as well as meet the aims of the intended program.
4. Sound creative judgement across production in selection of cast and crew, review of rushes, input into editing, music and sound mixes.
5. Strong editorial skills: with the demonstrable ability to apply sound editorial judgement on difficult editorial, legal, ethical and other policy issues.
6. An understanding of funding and broadcasting in the Australian and international marketplace.
7. Prioritise and plan activities, considering all the relevant issues and factors such as deadlines, staffing and resources requirements.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **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.
10. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.
11. 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.
12. Demonstrated 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, ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
13. A current working with children/police clearance and ongoing renewal/maintenance of this clearance in accordance with relevant legislation.