



# POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	ASSISTANT CONTENT DIRECTOR, TRIPLE J
Position no:	30000899
Team:	[Content]
Department:	triple j Music Programs
Location:	Ultimo
Reports to:	CONTENT DIRECTOR, TRIPLE J 50068021
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 8]
HR Endorsement:	22/10/2024

## Purpose

To oversee and coordinate the sound of triple j's music based programs, major campaigns and live music output, in order to meet network objectives.

## Key Accountabilities

- Lead, manage and maintain a high-level strategy for the sound and direction of music content across triple j platforms, including specialist music programs, daily music programs, weekend music programs, late nights and casuals.
- Lead, manage, pitch and maintain a high-level strategy for placement of interviews across the station. Including working with internal talent and external stakeholders.
- Lead, supervise and manage triple j music program staff including program planning, daily editorial, airchecks & development of key programs and presenters.
- Manage and updates the triple j weekly rosters, federal layout and staff organisation.
- To lead the triple j talent pool, including scouting for and developing new key voices. Focusing on maintaining a diverse range of presenters, specialist presenters and content creators that represent the full spectrum of Australia.
- To maintain strong internal and external relationships with key stakeholders through the lens of talent development.

- Coordinate live music requests & legal agreements and co-ordinate flow of content from live music producers to on air scheduling.
- Coordinate special event broadcasts, such as festival broadcasts and music content campaigns.
- Oversee production elements and content requirements of the music programs and music specials.
- 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. Demonstrated leadership, with an ability to lead and inspire a team of program makers in making diverse programs for a youth audience.
2. High level experience in researching, interviewing and producing quality, compelling cross platform content and campaigns with musicians ranging from emerging artists to high profile internationals.
3. Extensive knowledge of music and music trends within Australia across a broad range of genres.
4. Demonstrated ability to lead a team of program makers to produce creative and engaging radio, including the ability to provide feedback to staff of varying degrees of experience.
5. Consistent and proven experience in shaping the sound and direction of high profile programs and an intricate understanding of how to tailor this sound for triple j's 18-24-year-old demographic.
6. An outstanding understanding of the strategic direction of triple j, with an intricate knowledge of the target audience of young Australians.
7. Comprehensive knowledge of modern broadcast technology including digital editing and online content.
8. A comprehensive understanding and commitment to ABC Editorial Policies as well as Equity & Diversity issues and their relevance to program making.
9. 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.
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.

