



POSITION DESCRIPTION

Position Title	Casual Producer	Position No.	[Position No.]
Team	News, Analysis, Investigations	Classification	Content Maker
Department	News Channel	Schedule Roster Cycle	Schedule B 2 Week Rostered
Location	Ultimo, Sydney	Band/Level	Band 3 -5
Reports to	Editor, News Channel	HR Endorsement	7/11/2019

Purpose

Under general direction, gather, prepare, write, edit, produce, and output, continuous news bulletins for the ABC News Channel. Responsibilities include suggestions to assist and develop story and guest ideas as well as contributing ideas about how the editorial agenda is evolved throughout the day.

Key Accountabilities

- Assist with production of News Channel bulletins, programs and digital platforms by writing and video editing television news stories, RVOs, overlays etc.
- Undertake a range of production tasks as directed by supervising producers across a 24 hour - 7 day roster.
- Under direction, build and output news bulletins to ensure the highest editorial and journalistic standards, and audience engagement.
- Maintain an understanding of all breaking and major developing stories, monitoring a wide range of media outlets/sources; develop and foster a wide network of contacts and sources.
- Check stories and content for factual and style errors/inconsistencies and ensure content is accurate, timely and innovative.
- Proactively suggest and develop story and guest ideas to improve the quality, variety and diversity of News Channel content.
- 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. Proficient Editorial Experience and judgement in a broadcast and digital platform.
2. Willing to work rotating shifts across a seven day roster.
3. Sound writing and desktop editing skills.
4. Experience in the control room outputting news bulletins including but not limited to live events, live reporter crosses, studio interviews.
5. High level organisational and communication skills, as well as advanced problem solving and troubleshooting skills.
6. The capacity to identify opportunities to improve and develop content, as well as generating new content.
7. Proven ability to work accurately and to deadlines in a pressured environment.





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8. Demonstrated understanding of programming priorities and objectives of ABC News Division.
9. Willing to work rotating shifts across a 24 hour/seven day roster.
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:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
13. 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.