



## POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	PRODUCTION ASSISTANT
Position no:	50060175
Team:	[Regional & Local]
Department:	Screen, Sport & Events
Location:	Southbank, VIC
Reports to:	PRODUCTION MANAGER 30003403
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 3]
HR Endorsement:	16/12/2020

### Purpose

Provide production assistance to assigned programs to support Regional & Local in the achievement of its objectives.

### Key Accountabilities

- Under routine direction of the program Production Manager, provide planning, scheduling, administration and coordination support to assigned productions. This includes but is not limited to:
  - Assist with booking travel arrangements, including flights, taxis, car hire and parking, accommodation and travel allowance and general amenities
  - In consultation with Production Coordinator book locations, arrange appropriate approvals and draft relevant documentation
  - Assist with booking crews and facilities
  - Purchasing through SAP procurement.
  - Prepare call sheets and contribute to production manuals
  - Coordinate and collate release forms
  - Coordinate transcription requests

- Data wrangling all footage for back up and coordinating footage for ingest
- Handle straightforward enquires and correspondence from internal and external clients/talent and the public.
- Contribute to the implementation of continuous improvement initiatives to promote efficiencies and effectiveness across the range of planning and administrative functions.
- 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. Appropriate secondary education.
2. Proficient planning, organizational, communication and negotiation skills.
3. Understanding of production resourcing, scheduling, budgets, copyright clearance, booking systems, safety requirements and their associated regulations.
4. Ability to maintain accurate records and reports, up to date diaries, contact lists, schedules and demonstrated information management systems.
5. Efficient use of technology and application, including accuracy of input and interpretation of information on computer applications and ABC systems.
6. Ability work to tight deadlines and manage priorities under pressure.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
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.



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