



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	INTERVIEW PRODUCER
Position no:	50040415 BACKFILL
Team:	[News]
Department:	Continuous News Audio & Video
Location:	Ultimo
Reports to:	SUPERVISING PRODUCER, INTERVIEWS 50036701
Classification:	Content Maker
Schedule:	[Schedule B]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 4-5]
HR Endorsement:	29/04/2026

Purpose

Play a key role in the editorial team responsible for ABC's Weekend Breakfast program, suggesting story, segment and interview ideas as well as lining up key interviews with newsmakers.

Key Accountabilities

- Coordinate guests for everything from one-on-one interviews to panel discussions with multiple contributors; contact and source interviews with witnesses to breaking news events when the channel switches to rolling coverage.
- Working under the general direction of the Weekend Breakfast Supervising Producer and Supervising Producer, Interviews, this position requires a good contact book and will coordinate weekend guest bookings and interviews for ABC's Weekend Breakfast program.
- Assist in coordinating logistics for studio and satellite bookings, while working in collaboration with other areas throughout the ABC including the International and Planning desks.
- Generate, suggest and develop story and segment ideas not only for television but to also engage a digital, multi-platform audience in line with ABC Editorial Policies.
- Liaise with colleagues in other areas across the ABC to plan and produce news content of common interest to ABC News Channel and other outlets.

- Monitor a wide range of media outlets and sources to develop a strong understanding of current events and issues.
- Generate stories that are relevant to a broad section of Australians and reflect the cultural, geographic and socio-economic diversity of the country.
- Actively engage with communities to find and tell stories that are relevant for them and in line with the News strategy.
- 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.
2. A proven ability to source and maintain contacts across the broader Australian community.
3. Accomplished ability to research and plan interviews as well as book guests and conduct pre-interviews.
4. Excellent ability to write News copy and generate dynamic ideas for enhancing News coverage through interviews and guests.
5. Accomplished organisational and communication skills, with an ability to work under pressure and to tight deadlines.
6. Experience with desktop editing and the ability to rapidly acquire the technical skills required for TV News production; a creative approach and an interest in the digital news environment.
7. 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.
8. A demonstrated and ongoing interest and passion in finding and telling stories that reflect Australia's diversity.
9. **ABC Values:** Demonstrated personal commitment to fostering an inclusive and respectful environment, grounded in integrity and aligned with the ABC Values of aiming high, thinking differently, taking ownership, and delivering together.
10. **ABC Policies:** Understanding of the relevance and scope of ABC Policies and the ABC Values 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 Values.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

