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| Position Title |  Double J Content Producer | Position No | S50043644 / P445525 |
| Team |  Entertainment & Specialist | Band | Band 5 |
| Department |  Double J | Classification |  Content Maker |
| Location |  Sydney | Schedule |  A |
| Reporting to |  Content Manager Double J | Roster Cycle |  2 week rostered |
|  |  |  Endorsement |  (by HR) |
| Purpose |
| An agile, creative, high-impact producer who works across all Double J properties, programs and projects. |
| Key Accountabilities |
| * Produce and coordinate Live at the Wireless on Double J, with Double J’s Live Music Engineer, including writing scripts, promos and online copy, as well as creating digital and supplementary content.
* Research, coordinate, edit content and studio produce Double J programs as required, including J Files, Classic Albums, Mornings and more.
* Plan and coordinate content, both audio and digital, for key projects and campaigns.
* Devise, research, record, edit and mix high quality audio segments, packages and promos.
* Provide administrative assistance to programs, with Netia ingestion, APRA reporting and other tasks as required.
* Coordinate / record and produce weekly Feature Album content drops.
* Assist with recording and producing guest programs and hosts, including booking guests, taking photos and studio-producing.
* Liaise and communicate with Double J video producer to coordinate video content where required.
* Produce online content including social media, audio, video, photos and other web media.
* Assist Double J Editor with online content including feature writing, research and transcripts.
* Source and produce relevant archival content for the station, as required.
* Actively promote the ABC values and apply all relevant workplace policies and guidelines.
* All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.
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| Key Capabilities/Qualifications/Experience |
| 1. Proven recent experience in music radio or similar, with accomplished production skills, particularly crafting and mixing audio packages for on air and writing for online.

 1. Ability to produce creative and engaging music-based content that engages and challenges a 30-50 year old audience.

 1. A passion for new music and a knowledge of music history, in particular Australian music, that is relevant to the Double J audience.

 1. High-level organisational skills, as well as interpersonal skills with the ability to work under pressure and to tight deadlines. Self-motivated, comfortable with working on multiple tasks and projects.

 1. Demonstrated communication skills with the ability to provide feedback to presenters, contribute creative ideas and to develop ideas.

 1. Confident, current knowledge and experience operating digital broadcast systems and production equipment.
2. An understanding of and commitment to the ABC's [aims, values and workplace policies.](http://about.abc.net.au/)
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