

## ABC POSITION DESCRIPTION

<b>Division:</b>	<b>News</b>	<b>Job Title:</b>	<b>Producer</b>
<b>Department:</b>	<b>Current Affairs – 7.30</b>	<b>Classification:</b>	<b>Band 5-7</b>
<b>Location:</b>	<b>Southbank, Melbourne</b>	<b>Position No:</b>	<b>P393657</b>
<b>Reporting to:</b>	<b>Executive Producer 7.30 P254800</b>		
<b>Objective:</b> Be responsible for high level producing on the 7.30 program. Identify strong original stories for our program, and be responsible for guiding them from initial stages to final delivery.			
<b>Key Accountabilities:</b> <ul style="list-style-type: none"> <li>Produce high quality current affairs stories for the program covering wide range of subjects, from local through to international, with a particular focus on contributing to a Melbourne voice on the national program.</li> <li>Assist in production of same-day stories, researching talent, conducting interviews, selecting grabs, suggesting and directing sequences, editing scripts and supervising edits as required.</li> <li>Actively produce and participate in the team production of longer term projects for the program.</li> <li>Carry out research and make calls on ongoing and breaking stories.</li> <li>Contribute to meetings and conference calls as required, suggesting ideas, leads and interviews.</li> <li>Adopt a flexible, collaborative approach within the team. Contribute to staff training as required.</li> <li>Contribute to effective communications with relevant areas. Help to ensure consistently efficient use of resources.</li> <li>Maintain an understanding of current events and issues, monitoring a range of media outlets/sources; develop a network of contacts and sources.</li> <li>Actively promote the ABC values and apply all relevant workplace policies and guidelines.</li> <li>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.</li> </ul>			
<b>Key Capabilities/Qualifications/Experience:</b> <ol style="list-style-type: none"> <li>A thorough understanding of television production techniques for long form stories and demonstrated command of or aptitude for sophisticated current affairs television-making skills.</li> <li>Able to work in a small team in a high pressure environment to meet daily deadlines.</li> <li>A strong grasp of political, social and economic issues.</li> <li>Excellent political, business and general Victorian contacts, along with strong knowledge of Victorian stories.</li> <li>Demonstrated high-level experience in digital news environment is essential.</li> <li>Experience working in a cross-platform filing environment and experience in shooting video, are desirable.</li> <li>Excellent communication skills.</li> <li>Sound knowledge divisional style guide and 7.30 style.</li> <li>An understanding of and commitment to the ABC's <a href="#">aims, values and workplace policies</a>.</li> </ol>			