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| **Division:** |  *Radio* | Position Title: |  *Executive Producer Unearthed* |
| **Department:**  | ***triple j***  | **Classification:** | **Content Maker, Schedule A, Band 7** |
| **Location:** | *Sydney* | **Position No:** | ***S50021036/ P439647*** |
| **Reporting to:** | **triple j Content Manager** | **Approval:**  |  |   |
| **Purpose:** | To lead the triple j Unearthed team and content – wherever it appears; online, mobile app, digital radio, social media, and events. Working to triple j Content Manager, develop and execute the overall strategy for triple j Unearthed to continue to grow its community of artists, industry contacts and music fans. |
| **Key Accountabilities:**  * Lead the triple j Unearthed team in day-to-day operations as well as planning for major campaigns and content
* Working with triple j’s Content Manager and ABC Head of Music, develop and execute longer term brand vision and strategy for triple j Unearthed
* Direct content production for triple j Unearthed’s website, digital radio station, social media, events and anywhere artists, community or music industry interact with Unearthed
* Work with partners to create opportunities for Australian musicians, including music festivals, promoters and other arts organisations
* Represent and advocate for triple j Unearthed within the Australian music industry including at conferences, industry showcases and regular stakeholder meetings
* Plan and manage Unearthed staffing, rosters and technical bookings
* Create training and development opportunities for staff and give regular feedback
* Connect triple j Unearthed with key triple j & ABC-wide content and campaigns.
* Line management from triple j Content Manager.
* Work with triple j Digital Product Manager on website development and functionality
* Implement digital best practice as advised by the triple j Digital Product Manager
* Work with triple j Digital Product Manager and radio operations staff to scope and maintain digital products and services.
* Act as an ABC Editorial Policy upward referral point and ensure content is suitable within all policy and classification standards
* 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 ability to plan and execute creative projects on radio, online, social media and/or events; produce effective documentation and deliver complex projects to deadline and within budget.
2. Proven ability to lead a team and work independently with experience in establishing solid working relationships with colleagues, contractors, and external stakeholders.
3. Demonstrated outstanding experience working within a broadcast production environment and project management.
4. Demonstrated high-level experience in working with user generated content and managing the needs of a highly active online community, including an understanding of the copyright and intellectual property issues concerning online publishing and music.
5. Highly advanced knowledge of new media technologies including HTML coding, FTP, APIs, design techniques, publishing systems, and music discovery tools.
6. Demonstrated written, oral, and interpersonal communication skills relevant to the triple j audience.
7. Understanding of the strategic direction of triple j Unearthed and demonstrated knowledge of Australian music and the wider music industry relevant to the triple j audience.
8. An understanding of and commitment to the ABC’s [aims, values and workplace policies.](http://about.abc.net.au/)
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