

ABC POSITION DESCRIPTION

Division: News	Position Title: Traineeship – News Operations Assistant (Indigenous)
Department: News Operations	Classification: Content Maker Band 2 Schedule A 2-week rostered
Location: TBC	Position No: TBC
Reporting to: TBC	Approval Date:
Purpose: To contribute to the creation and delivery of news content and develop skills, knowledge and experience about news production.	
<p>Key Accountabilities:</p> <ol style="list-style-type: none"> 1. <i>News Operations:</i> <ul style="list-style-type: none"> • Develop an understanding of news creation and delivery techniques, technologies and systems across the ABC. • Under supervision, receive training and assist with activities in each work place rotation, including, but not limited to Studio, Field and Post Production. This will include rotation across assigned training tasks assisting in the following areas: <ul style="list-style-type: none"> – Digital newsgathering techniques and equipment. – Cabling, set up and break down of equipment. – Camera, audio, lighting, vision control and vision mixing. – Operation of technology to record, edit, transfer and store content. – Broadcast and digital technologies and content delivery systems. – Any documentation requirements for the relevant work area. 2. <i>Teamwork:</i> <ul style="list-style-type: none"> • Develop experience working in a team environment, often under tight time pressures. • Develop communication skills with a wide range of stakeholders across the organisation. • Cooperate with other team members to achieve work outcomes. • Actively participate in any team meetings. 3. <i>Training:</i> <ul style="list-style-type: none"> • Complete the ABC traineeship requirements and participate in any assessment requirements. • Undertake any other appropriate training courses and on the job training as required. 4. <i>ABC Policies and Values</i> <ul style="list-style-type: none"> • 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. 	
<p>Key Capabilities/Qualifications/Experience:</p> <ol style="list-style-type: none"> 1. An enquiring mind and a passion for a career in news production. 2. An aptitude for photography, cinematography, audio production, video editing and/or digital content creation. 3. Well-developed verbal and written communication and interpersonal skills. 4. Strong team dedication and ability to take direction. 5. Ability to problem solve, manage own workload and prioritise to ensure timely completion of tasks. 6. PC literate, including use of email and Microsoft Office program suite. 7. Safe driver with a valid driver’s licence. 8. Completion of a TAFE Certificate III or IV in Media or another relevant media qualification is desirable. 9. Demonstrate the ABC values of integrity, respect, collegiality and innovation in your behaviour. 10. An understanding of and commitment to the ABC’s aims, values and workplace policies. 	