



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	HOTTEST 100 & SPECIAL PROJECTS EXECUTIVE PRODUCER, TRIPLE J
Position no:	50065735
Team:	[Content]
Department:	Hottest 100
Location:	Ultimo
Reports to:	CONTENT DIRECTOR TRIPLE J 50068021
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 8]
HR Endorsement:	4/10/2024

Purpose

Lead and execute triple j's Special Projects offerings including Hottest 100, One Night Stand, Mardi Gras and more. Leading a team of content makers and work with internal and external stakeholders to meet network objectives and reach new and existing audiences.

Key Accountabilities

- Lead the researching, planning and production of content for special broadcasts and triple j campaigns & events across all platforms.
- Develop a high-level strategy for special projects across triple j platforms to drive youth audiences to the ABC.
- Maintain oversight of campaign and ongoing content to ensure full value is achieved across platforms and realise opportunities across programs, networks and the broader organisation.
- Oversee collaboration with event partners to produce high quality, engaging live events for triple j.
- Work with the Content Director and Digital Manager to organise, coordinate and smooth running of priority linear and digital/video outcomes for each project.

- Direct meetings: collate actions, assign tasks and follow through to ensure completion and accountability. Oversee the development and maintenance of key documentation including music rights, legal rights and contracts.
- Organise and communicate clear briefs to stakeholders, manage deadlines and feedback to stakeholders.
- Develop and maintain strategic partnerships with internal and external stakeholders.
- Lead, supervise, train and manage special projects staff including planning, editorial, airchecks & development of staff.
- 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. Demonstrated leadership capability, with an ability to lead and inspire a team of program makers to produce outstanding creative and engaging radio and digital/video content for diverse content for a youth audience.
2. High level editorial skills and judgement, with experience developing strategic, quality, compelling cross platform content and campaigns.
3. Highest level of experience and outstanding ability in researching, interviewing and producing live and pre-recorded material for radio and online, including with musicians ranging from emerging artists to high profile internationals.
4. Excellent organisational skills to successfully undertake multiple and complex projects simultaneously under stringent timeframes.
5. Expert knowledge of music and music trends within Australia across a broad range of genres.
6. Excellent interpersonal and motivational skills with ability to set and maintain editorial processes.
7. Demonstrated outstanding ability working with internal and external stakeholders to further outcomes, ability to develop partnerships and opportunities.
8. Outstanding understanding of triple j's place in the market and their strategic direction of triple j, with an intricate knowledge of the target audience of young Australians.
9. Expert knowledge of modern broadcast technology including digital editing and online content.
10. Outstanding understanding and commitment to ABC Editorial Policies as well as Equity & Diversity issues and their relevance to program making.
11. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
12. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles 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 Principles.
13. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.



www.abc.net.au/careers