



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	PRODUCER
Position no:	50066870 backfill
Team:	[Content]
Department:	Indigenous
Location:	Ultimo
Reports to:	EDITOR, INDIGENOUS RADIO 30005459
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 4-5]
HR Endorsement:	22/10/2024

Purpose

Produce ABC Radio's weekly program focusing on Indigenous art and culture.

Key Accountabilities

- Working under general direction alongside the Presenter; create cross-media content for the Away program that adheres to ABC Editorial Policies and attracts, retains and builds audience.
- Plan, research and produce pre-recorded program material to inform, educate and entertain national radio audiences.
- Line up guests and other talent to appear on the program, ensuring a diverse selection with relevance and appeal to the audience.
- Create original online content for the program, including updating websites and social media. Write accurate and engaging scripts, text and background briefs such as introductions, links and interview questions for the Presenter.
- Efficiently operate all relevant digital editing equipment and production studios.
- Update knowledge of local communities continuously through a range of appropriate information sources. Maintain and update a database of contacts and networks.
- Give ongoing support and feedback to the Presenter on editorial and presentation issues. Adhere to station program briefs and ABC editorial guidelines.

- 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. Accomplished ability to create content for radio and online in a contemporary manner and to tight deadlines daily.
2. Accomplished editorial skills including the ability to source and analyse information and exercise sound judgement.
3. Sound understanding of ABC Radio National's role and target audience, with a proven ability to develop ideas that work for that audience.
4. Proficient working knowledge and experience operating digital broadcast systems and production equipment.
5. Proven ability to work effectively as a positive member of a small team.
6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **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.
8. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.
9. Demonstrated understanding and passion to source and create authentic content which represents the broad diversity of the Australian community, including stories that reflect a range of cultural and linguistic backgrounds and Indigenous communities where editorially relevant.
10. Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. And, ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

