



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	CAPITAL CITY TRAINEE
Position no:	50046614
Team:	[Regional & Local]
Department:	Capital City Radio Network
Location:	Local Office
Reports to:	CONTENT DIRECTOR 30002677
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 2-3]
HR Endorsement:	19/10/2022

Purpose

A 12-month trainee program to learn, develop and build skills in a range of content making roles and create content that attracts and builds audiences in line with ABC Regional & Local's goals and strategies.

Key Accountabilities

- Under close direction, develop the skills relevant to an ABC Capital City Network content maker, such as:
 - Create news and radio content for multiple platforms, to engage and inform local, state, national and international audiences.
 - Produce digital and social media content including taking, editing and uploading photos and videos.
 - Pre-record straightforward interviews, voice reports and packages.
 - Program production, recording and editing skills for flow radio programs.
 - Key aspects of reporting including writing basic feature stories.
 - Proficiency in the use of electronic studio & field recording, replay & editing equipment.

- Suggest content, research and compile simple stories that are interesting, accurate and of appropriate duration for programs.
- Support local community activities, such as outside broadcasts.
- Take part in and complete training modules as assigned throughout the program.
- 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. Developing ability to create compelling local radio, news and digital content with an audience focus, meeting style guidelines.
2. An understanding of the importance of generating creative story ideas and the confidence to pitch them in a clear and compelling way.
3. Developing proficient editorial skills and ability to source and analyse information and exercise sound judgement, meet deadlines and pay attention to detail.
4. Experience publishing content on social media in a personal or professional capacity and familiarity with social media to connect with audiences and as a research tool.
5. An understanding of online as a medium. An interest in broadcast, digital and social media technology, including the aptitude to create video, photo and other online content.
6. Demonstrated creative ability, imagination & resourcefulness; willing to share information and learn from others; participates effectively as part of a team & established good working relationships.
7. Demonstrated 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.
8. **ABC Principles:** Demonstrates commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **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.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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