



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	DIGITAL MUSIC PROGRAMMER, TRIPLE J
Position no:	50065850
Team:	[Entertainment & Specialist]
Department:	triple j
Location:	Ultimo
Reports to:	GROUP MUSIC DIRECTOR 30001162
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 4]
HR Endorsement:	3/01/2023

Purpose

Provide music programming, production and administrative support to the triple j Group music team, scheduling music content for digital audiences across networks and platforms, with a focus on music playlists and on-demand programs.

Key Accountabilities

- Provide music programming, playlisting, production and administrative support for music output across triple j, Double J and Unearthed's digital platforms.
- Provide support to music directors and program teams to maintain the physical and digital catalogue of triple j's music libraries, including Selector, GSelector and Netia databases.
- With routine direction, provide programming, production and research support for music related content across triple j, Double J and Unearthed platforms.
- Work as a member of the triple j Group music programming teams, contributing to projects as required, proactively fostering and maintaining good working relationships with the team.
- 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. Relevant qualifications and/or demonstrable experience in providing music programming support in a similar role.
2. A demonstrated passion for music and an ability to identify relevant content from a wide variety of genres & cultures. Knowledge of and passion for music old and new is important.
3. Understanding of and commitment to the role triple j networks play in the Australian music and media landscape.
4. Proficient knowledge and experience in operating and using either relevant digital broadcast systems, production programs and equipment, such as Netia, Pro Tools, GSelector, Selector and/or other music scheduling programs.
5. Demonstrated ability to plan and prioritise projects and tasks, delivering with a high attention to detail while working under pressure and to tight deadlines.
6. Proficient administrative and organisational skills including capacity to prioritise to effectively manage workflow and output with the ability to take the initiative and make sound judgements.
7. 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.
8. **ABC Principles:** Demonstrated 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.



www.abc.net.au/careers