



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	OPERATIONS TRAINEE
Position no:	50061964
Team:	[Entertainment & Specialist]
Department:	Operations
Location:	Ultimo
Reports to:	MANAGER STUDIOS & OB'S 50044047
Classification:	Content Maker
Schedule:	[Schedule A]
Roster cycle	[2 Week Rostered]
Band/level:	[Band 3]
HR Endorsement:	10/08/2021

Purpose

A 12-month trainee program to learn, develop and build skills in operational roles through a rotation in Radio/Audio Operations, Postproduction & Studio's and Outside broadcasting departments in line with ABC Entertainment & Specialists goals and strategies.

Key Accountabilities

Under close direction of the supervisor, develop the skills relevant to operational roles:

- Postproduction:
 - Develop an understanding of all postproduction roles including edit assist, online and offline edit, colour grade and audio post, graphics and central ingest.
 - Acquire technical proficiency to be able to quality control finished content, including understanding safe vision and audio levels and identify correct frame rate.
 - Select and spend time in one area of specialisation under senior staff supervision.
- Audio/Radio Operations:
 - Develop technical proficiency in straightforward radio studio operations including gaining exposure to live broadcasts and an understanding of transmission paths.
 - Gain a basic level understanding of how to use Netia including editing in snippet and multitrack, naming protocols and playlist scheduling.

- Develop the ability to compile and master a straightforward talk-based program, correctly labelled with versions made for broadcast and online.
- Develop an introductory level of understanding to editing and mixing in Wavelab.
- Studios and Outside Broadcasting:
 - Develop an understanding of the basic requirements of all the areas in the Studio/OB environments, Lighting, Audio, Camera, Makeup, Costume, Floor Managing, Staging and Props.
 - Gain an understanding of the relationships between each Studio/OB role and how each contributes to the overall content making process.
 - Gain an understanding of how the ABC Enterprise Agreement (ABC EA) is applied and the rules that guide how the work force is managed efficiently within the ABC EA.
 - Gain an understanding of the key proficiencies of each skill area.
- Complete the ABC trainee learning plan requirements including assigned training and orientation activities.
- 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 knowledge of Radio/audio Operations, Postproduction & Studio's, and Outside broadcasting and how they interconnect.
2. Developing problem solving and reasoning skills and ability to interpret simple technical instructions.
3. Demonstrate enthusiasm and motivation in performing work.
4. Ability to cope with program pressures and ensure timely completion of tasks.
5. Interact with content makers in a positive manner and endeavours to meet their needs.
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:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds. 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.
11. A current working with children/police clearance and ongoing renewal/maintenance of this clearance in accordance with relevant legislation.



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