



## POSITION DESCRIPTION

Position Title	News Operations Trainee (Indigenous)	Position No.	S30005988
Team	News, Analysis & Investigations	Classification	Content Maker
Department	Local Coverage	Schedule Roster Cycle	Schedule A 2 weeks
Location	Collinswood SA	Band / Level	2
Reports to	News Operations Manager, SA	HR Endorsement	
Purpose			

Contribute to the creation and delivery of News content and develop production skills as part of a creative team.

### Key Accountabilities

#### 1. News Operations:

1. Develop operational, editorial, and creative storytelling skills in a News content creation environment.
2. Develop technical and operational knowledge of technologies and systems in use across ABC News.
3. Under supervision, receive training and assist with activities in each work place, including, but not limited to, Studio, Field and Post Production. Training will include:
  - Set-up, and use of, camera, audio, live links, lighting and studio equipment.
  - Operation of technology to record, edit, transfer and store content.
  - Creative operational techniques and storytelling skills.
  - Digital technologies and content delivery systems.
  - Documentation requirements for the relevant work areas.

#### 2. Teamwork:

1. Work in a team environment, to tight deadlines under time pressures.
2. Develop effective communication skills with a wide range of stakeholders across the ABC.
3. Cooperate with other team members to achieve content outcomes.
4. Actively participate in team meetings.

#### 3. Training:

1. Successfully complete appropriate training courses, work placements and on the job training.
2. Develop a broad knowledge of News and understand how it is consumed by audiences across a range of platforms, including digital and social media.

#### 4. ABC Policies and Values

1. Actively promote and demonstrate ABC values and apply all relevant workplace policies and guidelines.
2. 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.

### Key Capabilities/Qualifications/Experience

1. An enquiring mind and a passion for a career in News production.
2. A demonstrated aptitude for cinematography, photography, audio production, video editing and/or digital content creation.
3. A positive "can-do" attitude and enthusiasm for sharing ideas and learning.
4. A team player willing to take direction.
5. Ability to problem solve, manage workload and prioritise to ensure timely completion of tasks.
6. PC literate, including use of email, Microsoft Office and video/audio/graphics software.
7. Safe driver with a valid driver's licence.
8. Completion of a TAFE Certificate III or IV in Media or another relevant media qualification is desirable.





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9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **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.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
12. 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.