



Canberra Christian Radio Ltd
1 Lithgow Street (PO Box 927)
FYSHWICK ACT 2609
Phone: (02) 6239 3711
Email: info@1wayfm.com.au
Web: www.1wayfm.com.au
ABN 94 051 127 792

Position Description – Producer

Job Structure – Part time – 25 hours per week

Conditions of employment: As defined in the letter of employment

Background:

1WAY FM is a community broadcaster seeking to present a Christian message of hope and encouragement to our listeners. Our Community of Interest is the Christian community in Canberra and surrounding region. The holder of this position needs to display a commitment as a follower of Christ, aligning themselves with the station's heart and purpose.

Job Purpose:

The Producer leads a team responsible for the content and quality of what goes to air in our locally produced programs. The Producer curates content to share with presenters and program producers to maintain consistency across the day and across time slots, working closely with the station's Leadership Team to shape our content to suit the agreed target audience and listener demographics and ensure that the content is appealing to our listeners.

The Producer is responsible for liaising with presenters and interviewees to provide real stories by real people in real time, presenting a Christian message of hope and encouragement to our listeners.

Reports to: General Manager.

General Responsibilities:

1. Content Curation

- a. Leading, motivating and forming the presenter and local program teams.
- b. Working with the Content Coordinator to direct the sound of local programs and develop story arcs.
- c. Working with the presenters to develop content, interviews, competitions and campaigns
- d. Ensuring excellence through setting expectations, training and providing feedback for presenters and local show producers.
- e. Provide daily support to presenters including in-studio production support, managing interview guests and featured personalities.
- f. Create, curate and communicate content for engaging radio programs.
- g. Ensure the output is within the Community Radio Codes of Practice guidelines and ACMA regulations.
- h. Working with the Content Coordinator to train the team to develop content in partnership with volunteers, presenters, individuals and organisations within our community of interest including, but not limited to:
 - a. interviews
 - b. ministry segments that explore the Christian faith and/or provide an encouraging or uplifting message for 1WAY FM listeners;
 - c. develop and equip our community of interest to develop local programs.

Essential Skills and Competencies:

- High-level interpersonal and motivational skills and ability to work effectively under pressure and to tight deadlines.
- Demonstrated ability to initiate and deliver on outcomes within a connected team environment.
- Have a proven focus on excellence and attention to detail.
- Ability to manage, communicate and work with staff, volunteers and our community of interest.
- Ability to continually evaluate and improve the presentation of radio programs and on-air scheduling.
- A passion to work with your team to ensure the station's content is engaging and connects with our listeners.
- Sound editorial and music / programming judgement.
- Ability to learn and operate technical systems.
- Aptitude for working with studio equipment and broadcasting software.
- Desirable: Experience in the use of Natural Log, Powergold, Simian or other similar scheduling software.