Cantonese Language Program

Producer

### Division: Audio & Language Content, Sydney or Melbourne

### Reports to: Executive Producer – Cantonese Language Program

**Duty Statement**

As part of a team, the Producer is responsible for creating and broadcasting audio content in the relevant language to the required SBS standards and for ensuring that all content produced complies with SBS’s Charter obligations, Codes of Practice, Editorial Guidelines and other relevant standards and formats. The main tasks may include:

**Journalism and Content Production**

Undertake and/or assist with a range of journalism and content production tasks to provide audio content including:

1. plan, prepare, assess, research, write, produce, sub-edit, translate and/or script audio content for presentation including (but not limited to) international, national, homeland and local news, current affairs and other relevant content as required
2. generate and develop content ideas for the relevant platform and language audience

Establish, develop and maintain appropriate contact with correspondents (stringers and contributors) and other relevant stakeholders.

1. Contribute to divisional objectives through participation in cross-language content and other initiatives.

**Broadcasting and Online Delivery**

Present audio content on-air (radio) (including carry out live interviews, talk-backs, coverage and outside broadcasts) and use/operate relevant on-air systems and equipment.

Ensure all relevant content scheduled is broadcast as required, including promos, advertising and information campaigns and/or sponsorship announcements in accordance with the SBS Codes of Practice and Editorial Guidelines and other relevant policies.

As required, prepare, write/source/edit and upload audio content, text and pictures online, and maintain relevant language website (including updating and removing outdated content when appropriate) in accordance with the relevant online standards.

Assist with monitoring audio content as required.

**Administration, Training and Teamwork**

Prepare, maintain and archive documentation associated with content production and delivery as required, and undertake other administrative tasks (including meetings, emails, correspondence, etc) associated with content production and delivery.

Respond to online, email and telephone feedback from listeners and refer upwards for action as necessary.

Undertake professional development and training as required.

Engage in clear and open communication with team members and uphold SBS values.

**Occupational Health & Safety**

Comply with your OH&S responsibilities as outlined in SBS’s Health and Safety Management Arrangements (HSMA) (refer “Employees” in Attachment B of the HSMA).

**Selection Criteria**

## Criterion 1 - SBS

* As an SBS Team Member demonstrate a positive and enthusiastic understanding of SBS’s Purpose and Values and a commitment to a safe, secure and diverse workplace.
* Demonstrate an understanding and alignment with SBS’s values and including an ability to contribute to a positive culture through:
* Being a positive representative or advocate for SBS;
* Constructive and appropriate interaction with others;
* Adopting a can do/will do approach; and
* Displaying a commitment to the team including OH & S, diversity and team work goals.

## Criterion 2 – Journalism, Content Production and Delivery

* Demonstrated experience in professional broadcast journalism including:
* Ability to undertake tasks involved in the planning, preparation, production, presentation and delivery of audio content;
* Ability to write, compile and present news, sport and current affairs from a variety of sources.
* Awareness of SBS Codes of Practice and how they apply to SBS audio content.
* Basic computer skills including familiarity with Microsoft Word and Excel, and email.
* Availability for and ability to work rostered shifts.

## Criterion 3 – Communication and Administration

* Proficiency in English and Cantonese, both written and spoken including clear broadcast delivery. (Candidates will be required to undergo a language assessment to demonstrate their proficiency in Cantonese).
* Good administrative abilities including accuracy, organisational skills and the ability to meet deadlines and pursue a task to completion.