Henare te Ua Māori Journalism Internship - Te Karahipi a Henare te Ua

Position Description

Position Title: Intern
Location: Auckland
Reports to: Te Manu Korihi, Senior Journalist / Editor
Reporting to the Position: Nil

Position Purpose:
To produce news stories for all RNZ platforms while gaining experience in researching, reporting, writing and presenting news and current affairs stories

As an independent and commercial-free public service broadcaster, Radio New Zealand’s purpose is to serve the public interest.

Position Responsibilities:

Reporting
- Identify, develop and report simple story assignments to a brief.
- Write clear radio copy, including scripts for programmes and packages.
- Maintain a multi-media focus
- Provide suitable online content (copy, audio and visuals)
- Record and edit audio content for use in programmes, bulletin stories and news packages.
- Develop field recording skills.
- Develop and maintain lists of contacts.
- Read in and monitor news flows.

Sub-Editing
- Write clear radio copy.
- Identify key angles and ensure they are in the introduction.
- Be aware of national and international news developments.

Production
- Suggest story ideas.
- Research and organise interviews as directed.
- Develop production skills, seeking advice and direction from Senior Producers and Deputy Editors.
- Assess talent, write briefing notes, and prepare question lines.
- Write and sub introductions.
- Audition, assess and edit interviews / cuts.
- Identify production needs, e.g. phone numbers, location of talent, backup in case of problems.
- Field recording.
- Long-form Interviewing.
- SADiE editing.

Presentation
- Learn presentation techniques.
- Voice news and current affairs packages and programme pieces as required.

General
- Become comfortable with digital editing/ on air production and sound quality issues.
- Undertake training to further skills and career development.
- Collaborate and maintain effective liaison with other parts of Radio New Zealand.
- Be aware of and adhere to Radio New Zealand’s Editorial Policy standards.
- Contribute to the overall effectiveness of Radio New Zealand.
- Observe statutory requirements and Radio New Zealand policies and frameworks.
- Actively participate in and contribute to the development and achievement of own performance targets and the review of work priorities to achieve the organisation’s goals and objectives.
- Other tasks and assignments as may be required from time to time.
Health and Safety
- Take responsibility for own health and safety and that of others.
- Participate in any safety meetings etc. as required by Radio New Zealand.
- Comply with the Health & Safety policies and guidelines and complete responsibilities relating to the Health & Safety Business Plan.

Emergency Management / Lifeline Utility Role:
- To maintain broadcast continuity in an emergency, you may be required to carry out other duties suited to your skills and experience. This may involve you being temporarily relocated to another Radio New Zealand site if required, usually in a major city.

PERSON SPECIFICATION

Qualifications:
- A strong understanding of Te Reo and Tikanga Māori.
- Good writing, multi-media, radio, visual and social media skills.
- Tertiary journalism qualification, or someone who wants to practice the craft of journalism and tell stories that explore and reflect Te Ao Māori.
- Gain a Trainee pass at Radio New Zealand audition, and later a General on-air pass: clear vocal delivery with non-distracting speech, good interpretive skills and adequate interviewing skills, good Maori and Pacific Island language pronunciation skills.

Knowledge & Experience:
- Evidence of interviewing ability.
- Some reporting experience within a media environment.
- Basic knowledge of media law (will be taught).
- Computer skills, typing and shorthand.
- Able to read and write phonetics, or development towards.
- News or feature programme production experience desirable.
- A knowledge of digital editing techniques desirable.
- Basic knowledge of computer skills, typing and shorthand desirable.

Skills:
- Works under close supervision as stories are developed.
- Can gather information and prepare items of required duration, reflecting clarity, accuracy and familiarity with Radio New Zealand’s editorial policies, including the style guide.
- Has a good knowledge of news and current affairs at a local, national and international level.
- Can write and present items clearly, accurately and to a deadline.
- Has a basic/developing knowledge in the use of computer (electronic) base story preparation and audio recording, replay and editing equipment; also a basic familiarity with recording equipment in the field.
- Has a basic/developing understanding of the sound requirements for a radio news piece.
- May be developing skills, qualifications or experience in a specialist subject area.
- Effective networking with cultural and other community groups.
- Adept at getting the best performance possible from interviewees and production talent.
- Ability to develop and see one’s own ideas through to completion while still working well as part of a team.
- Highly organised and skilled at handling a number of concurrent projects.
- Ability to remain cool and focused when working under pressure.
- Ability to prioritise tasks to meet own and the Company’s needs.
- A high standard of communication.

Personal Attributes:
- Collaborative team player, able to establish and maintain good working relationships with team members, and across different areas of RNZ.
- Committed to producing a consistently high standard of work.
- Able to work alone and as part of a group.
- Able to work under pressure and meet deadlines.
- Recognises the value of cultural and community diversity.
- Quickly adapts to need for change, is flexible in approach.
- Broadcast quality voice.
- Able to work variable shifts.
COMPETENCIES

Leadership and Teamwork
• Helps make all team relationships work
• Works in a consultative and positive manner
• Manages disagreement in a constructive way, avoiding unpleasant confrontations
• Explains their reasoning so others can understand
• Accepts differences and looks for the positive

Strategic Capability
• Approaches each situation with a clear perception of limits and actual conditions in the context of their job and the organisation
• Makes connections between issues and allows flexibility in solutions
• Fulfils objectives communicated from the business plan
• Thinks creatively

Managing Self
• Adjusts rapidly to new situations
• Recognises responsibility for self-care in relation to health and safety and wellbeing
• Seeks, listens to and responds to feedback
• Balances different job responsibilities according to priorities, making progress in all areas
• Seeks help in a timely way
• Is accountable for their role and responsibilities
• Can be relied on
• Develops knowledge with sufficient depth for appropriate problem solving
• Applies intellect in a rigorous way
• Shows prudence and perspective in forming judgements, and flexibility in designing solutions
• Acts ethically

Outcome Driven
• Keeps current in specialist or technical areas
• Thinks laterally
• Is energetic, enthusiastic and positive about achieving goals and resolving issues within cost constraints
• Displays a high level of initiative, effort and commitment to Radio New Zealand and its Charter
• Continuously improves services
• Ensures that projects are completed in a timely manner and within budget

Management
• Encourages attitudes that support Radio New Zealand, holds and promotes an organisation-wide view
• Learns about parts of the organisation beyond own work experience
• Is positive towards change, wanting to build something new and better
• Uses efficient and cost-effective approaches

Building Relationships
• Demonstrates relationship building and communication skills
• Enlists the support of others to achieve Radio New Zealand’s goals
• Can enter into intense discussion without personalising issues
• Is respectful in all forms of communication
• Moves from their own position if the weight of evidence is against it
• Represents the organisation positively and effectively
• Establishes and maintains positive working relationships with internal business units
• Achieves the group’s objectives
• Takes account of circumstances when communicating with others