



TE REO
IRIRANGI
O AOTEAROA

RADIO NEW ZEALAND JOB DESCRIPTION

Date: May 2019

Ref: Music 101

Position Title: Music 101 Presenter/Content Creator – 2019-20 season

Location: Auckland

Reports to: Content Director, RNZ Music

Reporting to the Position: Nil

Position Purpose:

The role of the Music 101 presenter/content creator is:

- to deliver a contemporary live radio music programme that engages, entertains and informs its audiences on the radio and on-line.

- to work closely with the lead Music 101 producer and the RNZ Music team to implement a revised content strategy for this show, all under the direction of the RNZ Music Content Director.

- Help create a vibrant, lively, engaging experience on-air and on-line which draws upon on a wide range of audio and visual story-telling techniques. Incorporating visual elements (stills, video, graphics), live video content, strong writing and interview techniques, sourcing great talent and creating engaging content for a social media audience.

Key relationships:

RNZ Music Content Director, Music 101 lead producer, the RNZ Music Digital Content Producer, the RNZ Music Content Editor, the RNZ National Music programmer and the RNZ Music team.

Key Job Outcomes/Accountabilities:

Music Strategy

With the Music 101 lead producer, National Music Programmer, and in close liaison and direction of the RNZ Music Content Director, help deliver a revised format for Music 101, and contribute to its on-going development by:

- Implementing a new Music 101 strategy
- Presenting Music 101 to a consistently high standard of accuracy, authority, fluency and flair.
- Identifying, selecting, refining and collaborating on music programming from a range of sources, and presenting that in a knowledgeable and entertaining style, creating an engaging live radio experience for our target audience.
- Producing and presenting informing and/or entertaining music news and current affairs stories which engages a range of audiences on air and online.

- Close the loop: utilise radio, digital and social media tools to engage with our audiences
- Contribute to the content and curation of RNZ Music's website and social media presence.
- Be an ambassador for RNZ Music at industry events, festivals, awards etc.
- Work collaboratively with the RNZ Music team, and staff across Radio New Zealand on a range of projects and stories to deliver quality content.
- Demonstrate best practice in the use of audio, images, graphics, video, and data in multimedia storytelling.
- Utilise third-party distribution platforms as agreed with Music/Digital editorial teams. Utilise analytical tools that measure audience engagement with stories.
- Maintain the high RNZ standards in terms of quality, impartiality, independence, accuracy and editorial standards and style, media law and broadcast standards.
- Maintain content documentation (metadata, archiving, publicity etc).
- Actively seek professional and personal development opportunities.
- Keep up to date with technological and industry developments.

Health and Safety:

- Take responsibility for own health and safety and that of others;
- Maintain own health, safety, welfare to ensure optimum resilience and performance in difficult situations or under stress.
- Participate in any safety meetings etc. as required by RNZ;
- 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 RNZ site if required, usually in a major city.

PERSON SPECIFICATION

Qualifications:

- A relevant tertiary qualification (e.g. media, music, communications, journalism), or equivalent experience is preferred.

Knowledge & experience:

- Proven live broadcast continuity experience
- Ability to handle live breaking news events within the live Music 101 show, if they occur.
- Mature vocal delivery with clear speech, good articulation with the ability to engage the audience with maturity, warmth, personality and humour, superior interviewing skills, good Maori and Pacific Island language pronunciation skills, and good pronunciation skills in other languages.
- Ability to take direction in implementing the Music 101 strategy.
- Be a total team player, and support others to give their best performance.
- Sound editorial judgment and demonstrated ability to act decisively and effectively under pressure.
- Passion and Interest in a broad range of music and extensive knowledge of New Zealand and international musicians, producers and composers, and a broad knowledge of the music and recording industries.

- Strong relationships with members of the New Zealand music community, able to facilitate opportunities for RNZ Music on-air and online.
- Knowledge of the process and practise of web publishing for text, audio, images and video.
- Familiarity with the use of social media to advance story development, and to distribute and promote content.
- Awareness and understanding of audience research and insights into the wants and needs of existing, lapsed and potential audiences.
- Ability to maintain the high RNZ standards in terms of quality, impartiality, independence, accuracy and editorial standards and style, media law and broadcast standards.

Ideal experience and personal skills

- The willingness to be open and transparent e.g. discloses mistakes, act ethically, and engage in professional and personal development including seeking and acting on constructive feedback.
- A 'nose' for interesting programme material
- The ability to:
 - think flexibly and creatively with an ability to quickly grasp complex topics;
 - persist in achieving results by effectively managing own time, overcoming obstacles and/or tolerating ambiguity;
- Excellent organisation and time management skills, and able to manage multiple tasks simultaneously and complete jobs within deadline.
- A willingness to understand and promote the value of diversity, including obligations under the Treaty of Waitangi

Ideal experience and social skills

- A warm, inclusive, team-builder, who is curious, enjoys interacting with a wide range of people, exchanges ideas easily, is constructive and a continuous learner.
- Demonstrates an 'audience first' focus;
- Excellent interpersonal skills and open communication, strong relationship building and networking skills, including within cultural and other community groups.
- Experience/achievement in:
 - Building loyalty, commitment, trust and pride,
 - Helping to create a respectful work environment fostering innovation and fun,
- Building and maintaining effective relationships including:
 - Representing the organisation positively and effectively
 - Engage with audiences and be responsive to their needs.
 - Encouraging a free exchange of ideas

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