

Studio Operator Multimedia

Position Description

Date	July 2020
Location/Business Unit	Operations Auckland
Reporting to	Team Leader Auckland Operations
Position Type	Permanent, full-time

The Role / Position Purpose

The position is required to support RNZ's Studio and News Operations through the operation of studio equipment and creative assistance in the overall production and presentation of radio and multimedia programmes.

Position Accountabilities – what you're responsible for

Outcomes/Accountabilities required	Likely/expected actions contributing to achievement of outcomes
Studio Operations: (1) Provide quality radio and digital multimedia content. (2) Work with Technology & Operations Group to ensure RNZ is delivering to its audience where and when they want their material irrespective of platform; (3) Focus on the On Air, audio production and multimedia requirements of News and Operations to ensure delivery of quality content.	Operations Service delivery: (1) Carry out Studio Operations as required (2) Carry out multimedia production and editing (3) Operate studio equipment to a high standard for basic production and live requirements (4) Operate cameras as required and provide basic video editing for multimedia production (5) Carry out audio digital production (6) Have a good understanding of the publishing of multimedia and on-air content to the Web

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

Organisational:

- Be aware of and adhere to Radio New Zealand's Editorial Policy standards
- Contribute to the overall effectiveness of Radio New Zealand

- Display a high level of initiative, effort, and commitment to Radio New Zealand as it seeks to achieve the aims of the Charter
- 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.
- Act in a manner consistent with Equal Employment Opportunities principles and practices.

Candidate Profile / Person Specification

Qualifications	<ul style="list-style-type: none"> • No specific qualifications are required, but a technical or associated multimedia qualification is preferred.
Knowledge & Experience	<ul style="list-style-type: none"> • Experience as a Multimedia Editor / Studio Operator / Sound Engineer • Experience in multimedia ingest and postproduction • Interest in broadcasting multimedia, radio, news and current affairs and/or music and the arts and/or sport • Have basic IT and Technical knowledge • Experience in Web publishing • Knowledge of multimedia processes, sound, equipment and operations. • Knowledge of RNZ programmes and networks and the various production techniques employed.
Skills	<ul style="list-style-type: none"> • Has developed knowledge in the use of multimedia and audio recording equipment in the studio and field, including pieces made specifically for radio. • The ability to act in a production capacity ranging from ‘live On Air’, through to full production of an-air or recorded programmes with help available but not constant supervision. • Effective networking with cultural and other community groups. • Good interpersonal skills. • Good organisational skills. • Is motivated and looking to gain knowledge and further skills.
Personal Attributes	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Flexibility to work shifts • Commitment to producing a consistently high standard of work • Collaborative team player • Recognises the value of cultural and community diversity • Quickly adapts to need for change, is flexible in approach

Competencies (definitions available on request)

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| <ul style="list-style-type: none"> • Leadership and Teamwork • Strategic Capability • Self-Management | <ul style="list-style-type: none"> • Outcome Driven • Management • Building and Maintaining Relationships |
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