

## RNZ CONCERT MANAGER

### Position Description

<b>Date</b>	18/02/2021
<b>Location/Business Unit</b>	Wellington
<b>Reporting to</b>	RNZ Music Content Director
<b>Direct Reports / Functional relationships</b>	Concert Programmer, On Air talent, Producers and Schedulers
<b>Position Type</b>	Permanent full time

### The Role / Position Purpose

The purpose of this role is to:

- champion RNZ Concert internally and externally and to lead and support the ongoing development and implementation of RNZ Concert's strategy.
- lead, inspire and collaborate with the RNZ Concert team to grow the RNZ Concert audience through quality on-air and online content and programming.
- Connect the team with the wider organisation and grow its contribution to RNZ's strategy.
- manage day-to-day operations, budgets and team.
- Cultivate a change-ready team, developing and growing individual effectiveness and technical knowledge and skills e.g. scheduling, broadcast layout and multi-media platforms.

*As an independent and commercial-free public service multimedia organisation, RNZ's purpose is to serve the public interest.*

### Position Accountabilities – what you are responsible for

#### Production and editorial:

- Set and communicate quality standards for compelling music programming, presentation and storytelling.
- Use research to review and refresh growth and diversity targets for RNZ Concert's radio and digital audiences.
- Deliver compelling content that connects with our priority audience segments and achieves RNZ Concert's audience targets.
- Review and refresh Concert programming to optimise delivery to RNZ's overarching strategy and the RNZ Charter.

#### Planning and Development:

- Participate in the broader Music and wider management teams to foster collaboration and build the RNZ Concert teams' reputation as open and receptive to change.
- Contribute to the audience and content strategy for RNZ music.
- Develop annual operational and financial plans that are future-focused and make use of multi-media platforms.

### **Leadership and development:**

- Ensure all roles, responsibilities, goals and accountabilities are clearly defined and understood by the team.
- Provide appropriate formal and informal coaching and training opportunities to ensure that all staff are able to perform effectively and have opportunities to pursue development.
- Work with team to set individual performance objectives and goals, provide ongoing feedback and carry out annual performance reviews.
- Promote a constructive culture within RNZ Concert and encourage good working relationships with other programmes and teams.
- Maintain effective and ongoing communication among staff and support the team's collaboration and communication with the wider RNZ team.
- Implement human resources policies, systems and initiatives.

### **Health and Safety:**

- Take responsibility for own health and safety and that of others.
- Participate in any safety meetings, activities and audits as required by RNZ.
- Role model mindset and behaviours outlined in the Health & Safety policies and guidelines.
- 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.

### **General:**

- Establish and maintain sound collaborative and co-operative working relationships within the organisation.
- Ensure any public representation maintains RNZ standards and builds on its reputation for independent, impartial and balanced journalism.
- Demonstrate awareness of and adherence to RNZ's Editorial Policy standards.
- Observe statutory requirements and RNZ 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.
- Promote understanding of cultural diversity and seek appropriate ways to increase this within area of responsibility and RNZ as a whole.

## Candidate Profile / Person Specification

<b>Qualifications</b>	Relevant Tertiary broadcasting and / or management qualification, or the equivalent, preferred
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Proven achievement and credibility as an experienced radio programmer, broadcaster and brand leader.</li> <li>• Experience working in the music and arts communities, with the ability to build strong contacts.</li> <li>• Sound knowledge of the music landscape including, but not limited to, audience behaviour and where RNZ needs to be.</li> <li>• Expertise and experience in editorial leadership and decision making</li> <li>• Proven achievement and credibility leading, supporting and motivating teams and implementing strategies.</li> <li>• People management experience in day-to-day operations, recruitment, performance and development.</li> <li>• Experience managing a budget and sound knowledge financial best practice</li> <li>• Comprehensive knowledge and experience with music scheduling, broadcast layout and multi-media platforms.</li> <li>• Experience and ability in satisfying changing audience needs</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated leadership and problem-solving skills</li> <li>• Able to effectively draw out and use ideas from different people, generating a sense of shared direction and cooperation</li> <li>• An ability to see the big picture and identify and plan for future needs</li> <li>• A willingness to learn and adapt.</li> <li>• Proven success and skills in team leadership, planning and management.</li> <li>• Willingness to act on feedback to develop personal skills and knowledge.</li> <li>• Willingness and preparedness to experiment and change in ways that promote an audience first approach</li> <li>• Ability to create and maintain a respectful and professional atmosphere where ideas thrive.</li> <li>• Track record of effective, collaborative working relationships with teams and colleagues in the wider organisation and external individuals and groups.</li> <li>• Manages finances and budget effectively including expenditure, procurement, contractual arrangements and financial information.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to recognise and support the value of cultural and community diversity</li> <li>• Thrives on innovation and new challenges</li> <li>• Resilient</li> <li>• Strong outcome orientation</li> <li>• Sense of fun and humour</li> <li>• Embraces the vision and incorporates strategic thinking into all activities</li> <li>• Acts as a role model for others, listening and showing consideration for other viewpoints</li> <li>• Motivates and excites people to use their energy effectively.</li> <li>• Presents clear, comprehensive views of complex issues</li> <li>• Manages relationships and communicates well with staff, tells it like it is – straight and respectfully – so that people know where they stand</li> </ul>

## **Competencies (definitions available on request)**

- Leadership and Teamwork
- Strategic Capability
- Managing Self
- Outcome Driven
- Management
- Building and Maintaining Relationship