

Senior Producer/Back up Host, Nights

Job Description

Date	September 2022
Location / Business Unit	Auckland, Wellington, Radio
Reporting to	RNZ National Content Director
Position Type	Permanent full-time

Te Tūranga - About the Role

To identify and arrange great stories and guests for the Nights show that are relevant to our audiences live on-air and on-line; ensure that Nights delivers a vibrant, live listener experience through strong research and angle generation, high production values, and the extension of our audience connection through on-line and social media.

Te Mahi - About the job

- Source great talent and provide strong and relevant material for the Night's host.
- Initiate and develop original story ideas to fit the programme's strategy, and then determine the appropriate story telling treatment.
- Deliver the stories and content for on-line, making appropriate use of images, video, graphics, data and audio.
- Pursue visualisation opportunities within the Nights show.
- Identify story opportunities to bring new younger and diverse audiences into Nights.
- Provide on-line/social support for the Lately programme when needed.
- Use social media to engage audiences, distribute and promote our story telling,
- Produce both recorded and live parts of programmes, this includes audio recording and editing.
- Hours to include working through the Night's programme to 10pm each night.
- Make sure all breaking news story opportunities are taken and implement the RNZ National breaking news strategy right through the Nights show from 7pm to 10pm.
- Getting all pre-built feature content in place.
- Supply the Schedules team with premium content replay options, including delivering the audio and presentation details.

- Book studios, lines and make any other arrangements necessary for either live or pre-recorded interviews.
- Pull together relevant research material, write accurate and inventive introductions and question lines.
- Write and produce all show promos and get them into the promos system.
- Maintain a diverse and relevant list of contacts.
- Collaborate and maintain effective liaison with News, Content, and Music, along with other areas of RNZ.
- Arrange, research and set up outside broadcasts, with appropriate publicity.
- Undertake appropriate public relations, meeting and preparing interviewees.
- Represent the programme in a courteous and professional manner when dealing with newsmakers, their representatives, contributors and the public.
- Handle listener requests for information and recordings.
- Scout for and hire contributors when needed, arrange for payments where appropriate.
- Take part in constant review of programme objectives and their achievement, making adjustments where necessary.
- Contribute to long and short-term programme planning; implement changes to the programme as directed.
- Establish effective administration systems to support programme planning and management.
- Undertake training and development as directed.
- Other tasks and assignments as may be required from time to time, including emergency backup studio production when needed.

Organisational:

- Be aware of and adhere to RNZ's Editorial Policy standards.
- Work is aligned with RNZ's vision, values, policies and processes, and complies with statutory requirements.
- 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.

Health and Safety:

- Take responsibility for own health and safety and that of others.
- Participate in any safety meetings etc as required by RNZ.
- Comply with health and safety policies and guidelines and complete responsibilities relating to the health and 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.

Principle Working Relationships

- The Nights producer will report to the RNZ National Content Director and establish strong collegial working relationships with the Lately programme team, Schedules, News, Digital, Music and Podcasts.

Ōu Pūkenga - About You

Qualifications	<ul style="list-style-type: none"> • A formal journalism or broadcast qualification is required – or its equivalent which may have been obtained through significant professional experience in broadcast production.
Knowledge & experience	<ul style="list-style-type: none"> • A proven understanding of live radio production and presentation • The successful applicant will be well read and have a wide range of interests and ideas, along with broad general and current affairs knowledge, including familiarity with local and regional affairs

	<p>and New Zealand geography.</p> <ul style="list-style-type: none"> • Knowledge of music artists and programming is desirable.
<p>Skills, abilities and personal attributes</p>	<ul style="list-style-type: none"> • Proven ability to produce “live” programmes of a consistently high quality - on-air, online and visually (when required). • Organisation and planning including ability to work under pressure and meet deadlines. • Ability to think ahead about the programme needs in the context of an audience first approach. • Live production skills, including microphone and recording techniques. • Audio editing skills. • Strong digital experience. • Field recording skills desirable. • Willingness to take and implement advice, particularly in areas of skill development. • Willingness and preparedness to experiment and change in ways that promote an audience first approach. • Strong interpersonal skills and verbal communications skills. • Excellent relationship management skills. • Effective networking with business, political, entertainment, cultural and other groups as required. • Collaborative team player. • A lateral thinker. • Adaptability – able to perform reporting and processing duties to a good level. • Commitment to producing a consistently high standard of Product. • Recognises the value of cultural and community diversity. • Experience and ability in satisfying changing audience needs. • Quickly adapts to need for change, is flexible in approach.

Te Ahurea - Our Culture

RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.

Leadership Expectations

The Leadership Expectations outline what we expect our leaders to do. We have determined three critical capabilities that we need to focus on:

- Understand & Develop Self and Others
- Execute Strategy
- Lead Change & Uncertainty

At RNZ, we are all leaders in driving our culture and performance against our strategy.

 <p>I understand and develop myself and others</p>	 <p>I execute our strategy, with and through others</p>	 <p>I embrace and lead change</p>
<ul style="list-style-type: none">• Understand my own development areas and actively work on them• Create development plans for all my people• Support your people to grow and develop by having regular and meaningful conversations• Coach others and give feedback• Have courageous conversations• Lead with emotional intelligence	<ul style="list-style-type: none">• Understand and communicate RNZ's strategic goals• Create line of sight and set aligned team vision and goals• Make decisions and empower my team to make decisions• Operate with our target audience in mind• Work collaboratively to achieve goals and resolve conflict	<ul style="list-style-type: none">• Champion culture by role modelling the RNZ attitudes• Understand and champion the case for change• Communicate with others and bring people on the journey• Support your people through change – building resilience and wellbeing of your teams• Empower your people to try things, adapt and innovate• Hold people to account• Lead with a growth mindset