

Producer – Live Music

Job Description

Date	December 2024
Location / Team	Auckland / RNZ Concert
Reporting to	RNZ Concert Content Director
Direct Reports or Functional Relationships	RNZ sound engineers RNZ Concert team External Performance Partners
Role Type	Full-time / Permanent

Te Tūranga - About the Role

This role will plan and oversee recording, production and delivery of great live music events and content, and contribute to day-to-day workflow, processes, and systems to support efficient and effective work with the team. This will deliver a vibrant, live experience for audiences on air and online. The role is focused on classical music.

Te Mahi – About the job

Producing

Working collaboratively with the live recording team and other RNZ colleagues to contribute to the ongoing development and achievement of RNZ content and programming strategies including:

- Generating and assessing ideas for music recording and production, event coverage and programme ideas that resonate and engage with RNZ Concert and other RNZ audiences in support of New Zealand performance and composition targets.
- Implementing recording and programming decisions aligned with RNZ strategies through:

- Planning, assigning tasks and overseeing live music event coverage and related budgeting, resourcing, pre- and post-production planning.
- Co-ordinating and efficiently producing, editing, and delivering studio and concert music recordings/broadcasts and supporting materials to radio and/or online audiences.
- Co-ordinate technical staffing and resources, presentation staff and liaise with concert organisers.
- Ensuring required administration is completed including recording contracts, maintaining databases, documentation, managing supply of completed recordings to artists and event partners.

General:

- Share in the maintenance and management of artistic assessment, financial records, databases for broadcast dates and rights, production details and archiving.
- Coach musical and spoken contributors (script editing, interview skills, pronunciation and delivery).
- Audio sourcing, processing, production and delivery as appropriate (e.g. interviewing artists, processing overseas concerts.)
- Keep up to date with new recordings, productions, emerging artists (nationally and internationally), technological and industry developments.
- Engage with audiences where possible and being responsive to their needs.
- Ensure quality editorial/music content and production standards are met.
- Actively seek professional and personal development opportunities.
- Actively participate in and contribute to the development and achievement of own performance targets and the reviewing of work priorities to achieve the organisation's goals and objectives.

Relationship management:

- Maintain productive working relationships with partner organisations in the music and cultural sector and beyond.
- Collaborate closely with RNZ Music colleagues on a range of projects and tasks.
- Coordinate recording plans with RNZ Operational Engineers, producers and others.
- Liaise, communicate and collaborate effectively with other parts of Radio New Zealand.

Health and Safety:

- Be able to assist with gear load in, set up and load out, and be comfortable working at heights, in confined spaces (e.g. in ceiling spaces, under stages) if required.
- Take responsibility for own health, safety and well-being and that of others
- 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:

- In order 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.

Ōu Pūkenga - About You

Qualifications	<ul style="list-style-type: none">• A relevant tertiary qualification or equivalent experience is an advantage.
Knowledge & Experience	<ul style="list-style-type: none">• Broad understanding of classical and New Zealand music, including classical musical repertoire, artists, compositions, and recordings.• Experienced in recording and production techniques, with a focus on classical music, and skilled in achieving polished results through collaboration with artists, engineers, and producers.• Functional knowledge of audio editing software (e.g., ProTools, SADiE).• Understanding of microphone techniques and live production work (on-air, online).• Confident in reading musical scores and applying this knowledge in production settings.• Digital theory & recording practice• Confident in correct pronunciation of Te Reo Māori and key European languages.• Strong understanding of audience needs and insights, with the ability to adapt content to meet evolving expectations.• Experience producing high-quality work that balances artistic and broadcast requirements.• Experienced using Microsoft 365 applications, including Word, Excel, and Outlook.
Skills	<ul style="list-style-type: none">• Script and speech editing skills with attention to tone, clarity, and audience engagement.• Proven team player with a history of building effective working relationships both internally and externally• Strong networking skills, including collaboration with artists, engineers, content producers, and cultural or community groups.
Personal Attributes	<ul style="list-style-type: none">• Exceptional organisational and time management skills, with the ability to manage multiple tasks and meet deadlines.• High standard of written and oral communication, including the ability to build relationships with and engage with diverse cultural and community groups.• Creative thinker capable of coming up with fresh ideas and innovative solutions.• Commitment to personal and professional development, including a willingness to take on and implement feedback.• Ability to remain calm under pressure and support team members in high-stress situations.• Ethical, open, and transparent, with a strong commitment to maintaining professional standards.• Commitment to fostering diversity and inclusivity in all work practices.

Te Arurea – 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.