



## Senior Producer, Checkpoint

# Job Description

<b>Date</b>	February 2025
<b>Location / Team</b>	Auckland Checkpoint / News
<b>Reporting to</b>	Checkpoint Editor
<b>Direct Reports or Functional Relationships (if needed)</b>	N/A
<b>Role Type</b>	Permanent, Full-Time

### Te Tūranga - About the Role

As a key member of the Checkpoint team, you will help create a dynamic and engaging live broadcast experience while providing strong support to the presenter. You will stay across major news events, maintain a strong network of contacts, and contribute fresh story ideas during morning production meetings. This role involves planning and coordinating interviews, writing compelling introductions, and preparing detailed briefing notes to ensure seamless delivery on air. Ideally, you will have experience lining up a show and will be confident mentoring less experienced team members to support the overall success of the programme.

# Te Mahi - About the job

## Editorial & Content Development

- Generate, develop, and oversee compelling stories across RNZ platforms, including on-air, online, and social media.
- Ensure content aligns with RNZ's editorial standards, focusing on originality, live engagement, and audience interaction.
- Stay informed on national and international news, identifying opportunities for fresh storytelling across news, sport, human interest, and culture.
- Lead the creation of multimedia content, integrating text, audio, and visual elements for digital audiences.
- Source diverse and high-quality talent to enhance RNZ's content.
- Set up and conduct interviews, both remotely and in the field, ensuring a seamless experience for guests.
- Prepare strong briefing notes and question lines for presenters.
- Manage logistical aspects of interviews, including technical setup and contingency planning.

## Production (Broadcast & Digital)

- Break original stories on-air and online, ensuring innovative storytelling and editorial depth.
- Write and produce high-quality content for web and social media, including cutting audio and enhancing visual elements.
- Edit pre-recorded interviews and troubleshoot audio quality issues.
- Maintain and expand a diverse network of contacts for story development.

## Planning & Collaboration

- Contribute actively to daily production and weekly planning meetings, providing fresh ideas and insights.
- Participate in programme reviews and implement feedback for continuous improvement.
- Build strong relationships within the team and collaborate across RNZ's editorial, newsroom, and digital teams.

## General

- Ensure all content is produced to deadline without compromising quality.
- Engage professionally with audience requests and feedback.
- Adapt to other newsroom responsibilities as needed.
- Participate in the regular debriefs and reviews of the programme, particularly with respect to the programme objectives and planning, and willingly implement changes as directed.
- Ensure any public representation maintains RNZ standards and builds on its reputation for independent, impartial and balanced journalism.

## 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:**

- Maintain broadcast and online 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.

**Organisational:**

- Be aware of and adhere to RNZ’s Editorial Policies, including the Editorial Policy, Social Media Policy, Dignity at Work Policy and Code of Conduct.
- Display a high level of initiative, effort, and commitment to RNZ as it seeks to achieve the aims of the Charter.
- 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.
- Shift work, as required.

**Ōu Pūkenga - About You**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary journalism qualification or equivalent experience</li> <li>• Current valid drivers’ licence essential</li> <li>• Gain a General on-air pass at RNZ audition:</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of and interest in New Zealand news and current affairs.</li> <li>• Understanding of the role of a public services broadcaster including the requirement for impartial and balanced reporting.</li> <li>• Knowledge of media law and its practical application and of broadcasting standards</li> <li>• Well-developed news sense</li> <li>• Strong demonstrated initiative in news gathering and processing</li> <li>• Experience with digital media and preparing online content is desirable</li> <li>• Significant reporting experience and editorial judgement in a media environment</li> <li>• Able to read and write phonetics, or development towards preferred.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Clear vocal delivery with non-distracting speech and good English, Māori and Pacific Island language pronunciation skills.</li> <li>• Good interpretive skills and adequate interviewing skills</li> <li>• Strong interpersonal and communication skills, able to establish, develop and maintain good contacts</li> <li>• Able to develop effective working relationships with a news team, other colleagues and external parties.</li> <li>• Effective networking with cultural and other community groups</li> <li>• News gathering / research and analytical skills</li> <li>• High level of initiative, originality, writing, processing and on air skills</li> <li>• Audio recording, editing and production techniques</li> <li>• The ability to produce high quality, engaging and creative</li> </ul>

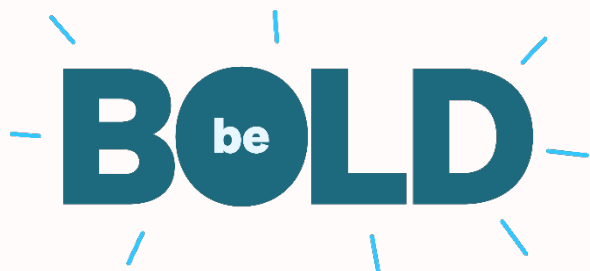
	<p>written and visual content for our digital platforms</p> <ul style="list-style-type: none"><li>• Advanced live-to-air skills and live question and answer skills</li><li>• Ability to produce first-class packaging including audio, sound (colour) and voice</li><li>• Ability to effectively coach others to develop their journalistic and broadcasting craft and news judgement</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• An excellent communicator with the ability to maintain and nurture key relationships</li><li>• Broadcast quality voice</li><li>• Imagination and the aptitude for making a story sound interesting on-air and</li><li>• Ability to work under pressure and meet deadlines</li><li>• Commitment to producing a consistently high standard of work</li><li>• Quickly adapts to need for change and is flexible in approach</li><li>• Collaborative team player</li><li>• Recognises the value of cultural and community diversity</li></ul>

# 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.

The word "BOLD" is written in a large, dark blue, sans-serif font. The letter "O" is replaced by a white circle containing the word "be" in a smaller, dark blue font. There are several short, light blue lines radiating from the "BOLD" text, giving it a sense of energy or movement.

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.

The words "Every Day Better" are written in a bold, orange, sans-serif font. The word "Day" is positioned above "Every". Three yellow arrows of varying lengths point upwards and to the right, starting from the bottom left and ending near the word "Better".

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

The words "Manaaki" and "tanga" are written in a bold, dark red, sans-serif font. A small, dark red outline of a heart is positioned to the right of the word "Manaaki".

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