



Producer, Music 101

# Job Description

<b>Date</b>	April 2025
<b>Location / Team</b>	Auckland, Content
<b>Reporting to</b>	Executive Editor – Lifestyle & Entertainment
<b>Direct Reports or Functional Relationships (if needed)</b>	Presenter, Music 101 Digital Team Leader, Lifestyle and Entertainment
<b>Role Type</b>	Flexible (in terms of part/full time), Permanent

## Te Tūranga - About the Role

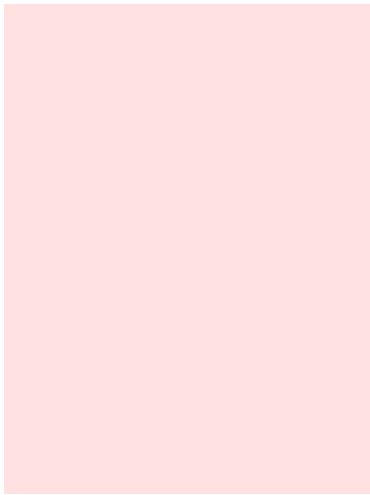
Produce RNZ National’s flagship music show, Music 101, by identifying and arranging great stories and guests that are relevant and entertaining for our audiences live on-air and online. Support the show’s presenter to deliver a vibrant, live, interactive listener experience on radio that follows through on RNZ’s digital and social channels.

## Te Mahi - About the job

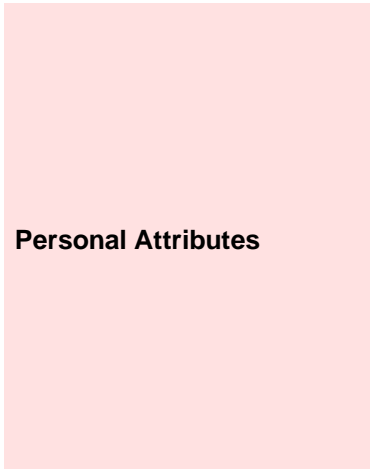
- Chase great music stories and guests for on air and online, guided by the RNZ content strategy, to make Music 101 'appointment listening'
- Display creative thinking on all elements of the show, including story and guest selection
- Make all necessary arrangements for live or pre-recorded interviews
- Pull together relevant research material, write accurate and inventive introductions and question lines
- Line produce live on-air every Saturday, making sure all pre-recorded content is edited to a high quality ready for the show and publication online, to deadline.
- Identify opportunities to be interactive with our live radio audience on-air.
- Work collaboratively with RNZ digital and social teams to deliver Music 101 content, making appropriate use of images, video, graphics, data and audio.
- Participate in RNZ-wide planning, particularly for key music events.
- Maintain a diverse and relevant list of contacts
- Work effectively with RNZ colleagues across Content, News, Social Media and Publicity teams.

## Ōu Pūkenga - About You

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A relevant tertiary qualification (e.g., media, communications, music journalism), or equivalent experience, is an advantage</li></ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Established strong connection with the NZ music industry</li><li>• Experience as a NZ music writer / content creator</li><li>• Administration and/or project management experience</li><li>• Experience managing professional relationships both internal and external</li><li>• Knowledge of on-air play-out systems and audio editing software</li><li>• Knowledge of CMS/web publishing platforms</li><li>• Experience managing social media platforms</li><li>• Experience writing for radio and online</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent organisational and time management skills</li></ul>



- Excellent interpersonal and relationship management skills
- High standard of written communication, including an excellent command of English, correct use of grammar, punctuation and pronunciation
- Ability to streamline and simplify team/organisational processes
- Ability to solve problems creatively, in a high-pressure environment
- High level of competency in software including MS365; Apple and Android devices; social media platforms/apps



**Personal Attributes**

- Team player who strives for group success over individual achievement
- Positive and enthusiastic person who helps motivate others
- Ability to remain calm under pressure
- Adaptable to change
- Attention to detail and desire for accuracy
- Proactive, self-starter, who is prepared to go the extra mile to deliver top quality content

# Te Arurea - Our Culture

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## 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.

**be BOLD**

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.

**Day  
Every  
Better**

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

**Manaaki**   
**tanga**

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