

Music Scheduler/Cataloguer

Job Description

Date	May 2025
Location / Team	RNZ Concert, Wellington
Reporting to	RNZ Concert Content Director via RNZ Concert Music programmer
Direct Reports or Functional Relationships (if needed)	RNZ Concert Music programmer RNZ Concert schedulers, producers and presenters
Role Type	Casual

Te Tūranga - About the Role

The music scheduler / cataloguer helps deliver a warm and engaging classical music radio playlist based on their knowledge and love of a broad range of classical and related music, and how to select and arrange it for our listeners.

Experience in programming concerts, making playlists or otherwise curating a successful classical music listening experience for others is an advantage.

You are good at learning new software and quickly become a confident user of these tools.

You have an eye for detail and accuracy. You may have experience in data entry, cataloging or proof reading.

Te Mahi - About the job

- Contribute to the evaluation, selection, cataloguing and playlisting of classical music that supports RNZ Concert strategic goals
- Contribute to the evolution and maintenance of RNZ Concert's music databases
- Schedule daily music logs
- Seek new music, recordings and artists for consideration for airplay
- Support the RNZ music library function, ensure that RNZ producers have access to quality music programming
- Contribute to content creation with the wider RNZ music team.
- Support and ensure accurate reporting to rights agencies
- Make good use of music research and audience feedback systems

Organisational

- Be aware and adhere to RNZ's Editorial Policy standards
- Contribute to the overall effectiveness of RNZ
- Participate in promotions or events which help promote RNZ's image and profile
- 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
- 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 the Health & Safety policies and guidelines and 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.

Ōu Pūkenga - About You

Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in a relevant field, or equivalent gained through experience
Knowledge & Experience	<ul style="list-style-type: none"> • A wide-ranging knowledge and appreciation of classical music, including New Zealand and international composers, musicians, and producers. • Familiarity with the musical repertoire and programming of RNZ Concert. • Good taste and sound artistic judgment of classical music • Ability to put audience needs first. • Sound computer knowledge and keyboard skills. • Experience in working with detailed information and data. • General administration and clerical skills. • A practical knowledge of computer databases and cataloguing systems.
Skills	<ul style="list-style-type: none"> • A willingness to learn and adapt. • Works effectively in a team. • Open and transparent e.g., disclose mistakes. • Organisation, time management and planning to meet deadlines reliably. • High standard of written and oral communication. • Willingness to take and implement feedback, particularly in areas of skill development. • Commitment to producing a consistently high standard of work in all elements of the job. • Demonstrate behaviour in a manner consistent with Radio New Zealand's attitudes, policies and processes.
Personal Attributes	<ul style="list-style-type: none"> • Ability to respond to enquiries in an effective, courteous and timely manner. • A collaborative team player. • Strong outcome orientation • Sense of fun and humour • Recognises the value of cultural and community diversity • Manages relationships and communicates well • Resilient

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.