

Reporter/Producer

# Job Description

<b>Date</b>	October 2025
<b>Location / Business Unit</b>	Auckland, News Checkpoint
<b>Reporting to</b>	Executive Producer, Checkpoint
<b>Position Type</b>	Permanent, Full-time

## Te Tūrangā - About the Role

As a reporter/producer on the Checkpoint team, you'll help deliver a vibrant live experience across radio and digital platforms, using a range of storytelling techniques including visuals (stills, video, graphics, live to camera), live streaming, sharp writing, thorough research, and compelling angles. You'll attract top talent, grow and engage a social media audience, and bring a constant stream of fresh ideas with a passion for breaking news across all of RNZ's platforms.

## Te Mahi - About the job

- Collaborate across RNZ teams to develop and deliver compelling editorial content for broadcast and digital platforms, maintaining effective relationships.
- Uphold RNZ's editorial standards to maintain its reputation for quality journalism.
- Stay across daily news and proactively contribute story ideas.
- Craft sharp, concise intros, headlines, and supporting notes.
- Write to length with clear angles, strong structure, and correct grammar, spelling and punctuation.
- Deliver high quality work meeting deadlines while adhering to RNZ's editorial and quality standards.

- Edit and process audio packages, clips and interviews efficiently to produce compelling, broadcast-ready content.
- Conduct well-researched, balanced interviews that fairly represent all perspectives.
- Prepare concise yet thorough interview notes outlining key angles, story status, issues, and interviewee views.
- Append relevant background material and apply quality standards to uphold RNZ's credibility.
- Deliver clean, sub-ready copy.
- Work effectively under tight deadlines.
- Embrace RNZ's cross-platform, multimedia storytelling.
- Use digital tools and social media to expand RNZ's reach beyond radio.
- Create engaging online content tailored for rnz.co.nz and other platforms.
- Apply sound knowledge of media law in all content.
- Contribute to a positive team culture through collaboration and strong relationships.
- Take ownership of decisions, communicate effectively with editors, and follow direction.
- Actively participate in training and development to grow skills.
- Support other news and digital teams as needed.
- Take part in programme reviews and implement changes as required.
- Represent RNZ publicly in line with its standards and values.
- Perform other duties as required.

## Ōu Pūkenga - About You

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification in journalism or similar is preferred, or equivalent relevant work experience.</li> <li>• A general on-air pass at an RNZ audition (clear vocal delivery, non-distracting speech, good interpretative and interviewing skills) is desirable.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience as a journalist (essential), with the ability to tell stories in visual, written, and audio formats.</li> <li>• Effective knowledge of: <ul style="list-style-type: none"> <li>• National and international news and current affairs.</li> <li>• Live production across on-air, online, and visual platforms.</li> </ul> </li> <li>• Converged storytelling, including smart phones, digital recording, and editing techniques.</li> <li>• RNZ style requirements, Editorial Policy, and media law.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong written copywriting ability for online publication.</li> <li>• Experience producing live programmes of a consistently high quality.</li> <li>• On-camera/appearing on screen experience (desirable) or willingness to develop this skill (essential).</li> <li>• Experience meeting tight deadlines and working collaboratively in high-pressure environments.</li> <li>• Demonstrated ability to engage and network with business, political, community, cultural, and other groups as required.</li> <li>• Recognition of the value of cultural and community diversity.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong organisation and planning skills, with the ability to work under pressure and consistently meet deadlines.</li> <li>• Live production skills, including organising and streaming visual interviews.</li> <li>• Visual editing and field recording skills.</li> <li>• Ability to clearly and persuasively communicate with colleagues, external contacts, and audiences.</li> <li>• Collaborative relationship management across RNZ news, digital, and other content teams.</li> <li>• Broad and balanced editorial judgement with the ability to generate fresh story ideas and angles.</li> <li>• Broadcast-quality voice and willingness to correctly pronounce te reo Māori.</li> <li>• Commitment to consistently high-quality work and to RNZ's Charter.</li> <li>• Initiative, creativity, and adaptability, with a willingness to learn, take feedback, and experiment to meet evolving audience needs.</li> <li>• Flexibility to work shifts when required.</li> </ul>

# Te Ahurea - 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.



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.