

## JOY 94.9

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**Out.  
Loud.  
Proud.**

## ROLE DESCRIPTION - Broadcasting Interview Coordinator

Status	<b>volunteer</b>
Expectations of volunteer hours	average 5 up to 10 hours per week
Location	station premises
Training provided	JOY induction
Team	Broadcasting
Team manager	Program Director



JOY 94.9 – Australia's only LGBTI radio station is a high profile community station located in Melbourne and streaming live around the world, JOY is managed by a small team of paid operations staff and powered by 300 volunteers. The station is looking for enthusiastic individuals to join our team of dedicated team of volunteers. The position is best suited to a person who is well organised and good communication skills to work for a station that is truly unique in the Australia media landscape.

### Role overview - purpose:

To work as a volunteer member of the broadcasting team to assist the Program Director, responsible for the coordination of the bookings for interview opportunities; mostly working with program presenters & producers across the station and the relevant publicists; under the supervision of the program director.

All position holders at JOY are required to perform their duties in accordance with current organisational policy and procedures and relevant ACMA and CBAA requirements; to minimum performance standards, and ensure adherence to the JOY Melbourne Inc. constitution; comply with health and safety guidelines and instructions to ensure a healthy, safe and environmentally responsible workplace; and cooperate and comply with equal opportunity legislation.

All volunteers are required to be a financial member of JOY and maintain the membership during the term of their volunteer status, membership of JOY 94.9 is governed by the JOY constitution, a copy of the constitution is available from the JOY website.

### Broadcasting Interview Coordinator

#### Key Responsibilities

- the coordination of bookings for interview opportunities,
- liaise with artist or artist publicist as primary point of contact for interviews,
- coordinate an interview schedule,
- manage the interview schedule so artists do not double-up,
- refer music artist interview opportunities to the Music Interview Coordinator,
- providing statistical and other reports to Program Director, as required; referring complaints / issues to team manager or CEO,
- attending to correspondence; sundry office & administration tasks; filing; and ad-hoc tasks allocated by team manager, assisting with arrangements for station promotions, special and ad-hoc events.



#### **Desired Criteria**

- being very well organised
- very good attention to detail
- impeccable communication skills
- and it would be desired that you; have an interest in radio and media; be aware of LGBTI sensitivities
- team player
- good computer skills
- demonstrated commitment to the aims and objectives of JOY 94.9

#### **Application process**

- Apply by email with a cover letter outlining your suitability and interest in the position being applied for, and attach your resume to [Program.Director@joy.org.au](mailto:Program.Director@joy.org.au)
- We will contact suitable applicants, successful applicant to complete volunteer recruitment process and documentation.