

ROLE DESCRIPTION - On-air Program Team



Status	volunteer
Expectations of volunteer hours	average of 4-8 hours per week depending on the program type and scheduling, shifts vary over a 24 hour roster (including public holidays)
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 enthusiastic persons to join our team of volunteers. The position is best suited to a person with general knowledge of broadcasting skills who is well organised and good communication skills to work for a station that is truly unique in the Australia media landscape.

JOY aims to present a variety of program formats, including - magazine style, music based, talk based formats, news-weather-sport bulletins; to broadcast live-to-air and pre-recorded programs such as documentary and music specials; outside broadcasts; interviews and a range of segments.

Role overview - the purpose:

To work as a volunteer member of the broadcasting team; they are responsible to deliver accurate and balanced information to listeners.

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.

Key Responsibilities

The structure of an on-air program team may be separate roles (listed below) or shared and performed by more than one volunteer where a person performs any or all of the following tasks. A specialist program is expected to undertake all the responsibilities regardless of how many people make up the team.

Presenter

- preparing the program plan, writing own scripts and presenting the program live-to-air
- providing station identification and time calls
- conducting interviews and host talk based segments

- introducing guests, pre-recorded segments, live performances, documentary and music specials
- reading news, weather and traffic items - as required
- making live commentary on sporting events, politics, social, economic and community matters – as required - that meets JOY on-air standards
- comparing or co-presenting special events that broadcast live-to-air – as required
- prepare for and conducting interviews live-to-air and pre-recorded
- working off-air – such as doing voice-overs, or conducting interviews
- complying with direction regarding station promotions, sponsorships and community announcements.



Producer

- producing the on-air program, undertaking research to develop resources, quality and relevant information / material to use on-air that meets JOY on-air standards
- arrange guests / interviews, liaise with JOY Broadcasting Interview Coordinator or PR Agents
- working with the presenters to define key points/outcomes to be arrived at for individual interviews and to develop interview questions, briefing guests for on-air interviews
- providing direction and guidance to program presenters to present quality and relevant material that fits station formats
- identifying program content suitable for a “grab” to use for a program promo
- promotions on social media, before and after the show
- providing support of a general nature to presenter/s, including sourcing material for on-air interaction with listeners, screening on-air interactions / feedback mechanisms (eg. emails, sms, telephone calls)
- answering queries from listeners regarding program content.

Panel Operator

- operating the broadcasting equipment, including studio panel and audio equipment to maintain a smooth and seamless on-air sound that meets JOY on-air standards
- cueing and airing all forms of media - attending to “mic” breaks - monitoring volume unit [VU] output levels
- adhering to “running sheet” and providing support of a general nature to presenters.

Program Assistant

- provide practical support to the Producer, carrying out a range of administrative tasks to ensure the smooth running of live and/or recorded show, and may help with content research, planning and production; need to understand the purpose and format of the station or program; need to be aware of the characteristics of the audience
- help arrange guests / interviews, look after guests, answer and log calls for phone-ins or competitions
- help with asocial media promotion, before and after the show
- help answer queries from listeners regarding program content
- file program logs, book resources for program, provide support of a general nature to the team
- some Program Assistants may have the opportunity to contribute to program ideas; where this is so, they may also record basic interviews and other material, edit audio using suitable software, and even present short items for broadcast; they may also be expected to operate the studio and to record audio both in studios and on location.

All program team

- assisting with arrangements for station promotions, special and ad-hoc events,
- referring complaints / issues to team manager or CEO,
- attending to correspondence; sundry office & administration tasks; filing; and ad-hoc tasks allocated by team manager.

Key criteria



Presenter

- good on-air presentation skills, clear speaking voice with good command of English
- interest in music and/or current affairs and/or community issues
- creative flair with a broad general knowledge.

Producer

- understanding of radio industries and JOY on-air standards.

All program team

- studio panel skills
- knowledge of the CBAA codes of practice guidelines
- good organisational skills, good time management skills, work to a specifically timed running sheet/schedule
- attention to detail; willingness to show initiative and learn new skills
- good interpersonal skills; clear and concise verbal and written communication skills
- team player
- demonstrated commitment to the aims and objectives of JOY 94.9
- develop a knowledge of JOY policy and procedures.

Application process:

- to apply for this position, email a cover letter outlining your suitability and interest in the position and attaching your resume to Program.Director@joy.org.au
- we will contact suitable applicants to arrange an interview, successful applicant to complete volunteer recruitment process and documentation