

position:	<b>ON-AIR PROGRAM TEAM</b>
reports to:	<b>broadcast manager</b>
status:	volunteer
expectations of volunteer hours	average 4-6 hours per week <i>depending on the program type and scheduling - shifts vary over a 24 hour roster (including public holidays)</i>
term:	variable – all programming is selected by JOY programming committee and broadcast manager
location:	225 Bourke Street Melbourne
training provided:	introduction to JOY 94.9

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*JOY 94.9 is a high profile community radio station in Melbourne, the station is looking for an enthusiastic and experienced person to join our team of volunteers. The position is best suited to persons with general knowledge of broadcasting 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.*

### **position overview - the purpose of the position is:**

The on-air program team work as volunteer members of the broadcasting team, they are responsible to deliver accurate and balanced information to listeners.

*the on-air program team is a shared role (where necessary) and may be performed by more than one volunteer where each person performs any or all of the following task*

### **key responsibilities**

#### *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
- working with the presenter to define key points/outcomes to be arrived at for individual interviews and to develop interview questions
- identifying program content suitable for a “grab” to use for a program promo (request to broadcast manager with date, time, approx length and cue in/out details)
- providing direction and guidance to program presenters to present quality and relevant material that fits station formats
- providing support of a general nature to presenter/s, including - sourcing on-air interaction with listeners - screening on-air interactions / feedback mechanisms (eg. emails, sms, telephone calls) - briefing guests for on-air interviews
- 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.

#### *other - all volunteers*

- undertaking research to develop resources, information and material to use for the activities related to this role
- attending to correspondence; sundry office and administration tasks; filing; and ad-hoc tasks allocated by team manager or general manager
- assisting with arrangements for station promotions, special and ad-hoc events

- providing reports to team manager, as required
- referring complaints / issues to team manager or general manager
- 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.

### key selection criteria

**required skills / knowledge** - contribute to the success of JOY94.9 through:

*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 on-air program team*

- good 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
- good interpersonal skills; clear and concise verbal and written communication skills
- willingness to show initiative and learn new skills
- team player
- develop a knowledge of JOY policy and procedures
- demonstrated commitment to the aims and objectives of JOY 94.9

### technical skills / qualifications

- not applicable – training is available.

### other

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

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#### application process:

- to apply for this position, email a cover letter outlining your suitability and interest in the position and attaching your resume to [bm@joy.org.au](mailto:bm@joy.org.au)
- we will contact suitable applicants to arrange an interview

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