

## JOY 94.9

Level 9, 225 Bourke Street,  
Melbourne VIC 3000

T 03 9267 6000

E [ceo@joy.org.au](mailto:ceo@joy.org.au)

[joy.org.au](http://joy.org.au)

Out.  
Loud.  
Proud.

## Position Description

### Role Name: JOY Drive Producer

**Status:** Volunteer

**Expectation of hours/term:** Three hours, 2-3 days per week

**Location:** JOY Studios

**Reports to:** JOY Drive Producer

**Collaborates with:** JOY Drive Team

**Direct Reports:** none



### Organisational Purpose

JOY 94.9 – Australia's LGBTIQ+ radio station is a high-profile community media organisation located in Melbourne, streaming live around the world. JOY exists to make Australia a more inclusive place to live by providing a multimedia platform and enabler for change.

### JOY Values

**Joyous** - a celebration of diversity, talent, music and entertainment

**Inclusive** - a safe and supportive environment for all members of the LGBTIQ+ community

**Courageous** - a way to change lives by speaking out, sharing stories and challenging boundaries

### Role overview

The JOY Drive Assistant Producer will be responsible for ensuring the high quality and consistent delivery of the show by providing the hosts with diverse, inclusive and targeted content, creating professional community radio that brings to life JOY's purpose **to build a more inclusive Australia**.

Broadcasting from Melbourne's CBD, JOY Drive is delivered across multiple platforms to 620,000+ FM and DAB+ monthly listeners and via streaming to a rapidly growing national and global audience. Working with the JOY Drive Producer, the Assistant Producer will support the delivery of the show, while working with a professional radio team in Australia's only Rainbow community media organisation.

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. rules of association; 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 Responsibilities

- Collaborating with the JOY Drive team to collate content and create/update daily run sheets
- Research guests and topics
- Break down media releases and topics into bullet-point talking points for the show hosts
- Suggest questions for interviews based on research
- Provide in-studio support
- Pitch content ideas
- Social media content creation and support
- Working collaboratively with station content and interviews coordinators
- Managing stakeholder relationships professionally and in line with JOY's values.
- Documenting and sharing the process to help build the organisational foundation of JOY knowledge
- Reporting on outcomes as required

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### Key Selection Criteria

- Demonstrated media experience
- Engagement in LGBTIQ+ communities' activities and conversations
- Empathy, sensitivity and understanding of LGBTIQ+ communities
- Passionate about building a more inclusive Australia
- Excellent planning and time management skills
- Excellent written and verbal communication skills
- Intermediate skills and experience using Office 365 and cloud-based technology

### Application Process

Email your letter of application and CV to [joydrive@joy.org.au](mailto:joydrive@joy.org.au), addressed to Jean

