

## JOY 94.9

Victorian Pride Centre  
Level 1, 79-81 Fitzroy Street,  
St Kilda VIC 3182

T 03 9267 6000

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

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

Out.  
Loud.  
Proud.

## Position Description

**Role Name:** JOY Drive Co-Host

**Status:** Contractor, fixed term contract of 12 months  
**Expectation of hours/term:** 4 hours, 5 days per week  
**Salary:** \$32 per hour plus SGC  
**Reports to:** JOY Content Manager  
**Direct Reports:** JOY Drive Support Team

### Organisational Purpose

JOY is Australia's LGBTIQ+ community media organisation located in Melbourne, Australia, broadcasting on FM and DAB+, streaming live 24/7 and hosting the largest rainbow podcast library in the world. JOY exists to make Australia a more inclusive place to live by providing a multimedia platform and enabler for change to the voices of the rainbow community and our allies.

### 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 Co-Host is part of a team, working collaboratively on a project designed to bring about social change. The successful candidate will come to the role with authenticity, a drive to create a more inclusive society and a desire to learn about and share issues that impact our communities. To be successful in the role, you will bring a can-do attitude, embrace teamwork, and build strong, collaborative relationships with your co-host, your guests, show-support volunteers and the wider JOY team.

The JOY Drive Co-Host is responsible for collaboratively planning and hosting JOY Drive on JOY 94.9, broadcasting live 4-6pm Monday to Friday from the JOY studios in St Kilda, Melbourne. The Co-Host will ensure that the show content is reflective of the values of JOY 94.9, and will strive to create smart, fun radio for our 131,000 weekly listeners.

*All JOY team members are required to perform their duties in accordance with current organisational policy and procedures, relevant ACMA and CBAA requirements; and the JOY Melbourne Inc. Rules of Association; to ensure a respectful, inclusive, healthy, safe and environmentally responsible workplace.*

### Key Responsibilities

- Working collaboratively with current JOY Drive Co-Host to present JOY Drive from 4-6pm every weekday, 48 weeks per year
- Planning, preparing, delivering and administration of JOY Drive
- Building and leading a team of volunteer assistant producers, podcasters, social media assistants, and other supporting volunteers to create an inclusive, collaborative team environment, to support the day-to-day production of the program
- Meeting inclusivity and diversity metrics for interviews and segments
- Working collaboratively with the Content Administrator to organise interviews and other content segments
- Working collaboratively with the Content Manager and JOY management to develop a JOY-directed content plan that fulfills the show's purpose of creating social change
- Working collaboratively with JOY's social media, marketing, production and sales departments to create ongoing commercial sustainability for JOY Drive
- Acting as a JOY ambassador at events and forums (as reasonably required)
- Participating in JOY fundraising activities (as reasonably required)
- Participating in JOY Outside Broadcasts (as reasonably required)



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- Participating in JOY's culture of knowledge and skills sharing

### Key Selection Criteria

- Excellent verbal communication skills – substantial public speaking, presentation or radio or television hosting experience well regarded
- High level of engagement in LGBTIQ+ communities' activities and conversations
- Genuine curiosity to learn and understand issues, people and cultures, and a desire to include an audience in that journey
- Passionate about building a more inclusive Australia
- Excellent communication skills and experience with people from a wide variety of backgrounds
- Excellent planning and time management skills
- Demonstrated commitment to JOY's values (Joyous, Inclusive & Courageous)
- Intermediate skills and experience using Microsoft Office 365 and cloud based technology

Please note: all JOY Team Members are required to maintain a current, financial Membership of JOY Melbourne Inc. for insurance, governance, compliance and communications purposes. For more information go to: <https://joy.org.au/support-joy/become-a-member/>

### Application Process

Email your CV, a cover letter explaining your interest in this role and addressing the selection criteria, and a showreel of your best work of approx. 30 minutes duration to [recruitment@joy.org.au](mailto:recruitment@joy.org.au)

