

JOY 94.9

Level 9, 225 Bourke Street,
Melbourne VIC 3000

T 03 9267 6000

E ceo@joy.org.au

joy.org.au

Out.
Loud.
Proud.

Position Description

Role Name: JOY Production and Services Assistant

Status: 12 Month Casual Contract
Expectation of hours/term: 15 hours per week
Salary: \$30.00 per hour plus SGC
Reports to: Production and Services Manager
Direct Reports: Nil

Organisational Purpose

JOY is Australia's LGBTIQ+ community media organisation located in Melbourne, Australia, broadcasting on the FM and DAB+ signal, 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 Production and Services assistant is to assist the Production and Services Manager with audio and video production for JOY's services including JOY 94.9, JOY TV, JOY Podcasts, and JOY Academy. They are also to assist with organizational management and administration of JOY Academy; JOY's Training Service and finally assist with the ongoing development and delivery of JOY's Services, including Voice Overs, Video Editing, Podcast Production, Inclusion and Diversity Training and more.

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

- Providing creative and effective production services to ensure a seamless image and sound that fits JOY's branding formats and comply with the Broadcasting Act and the CBAA Code of Practice under the direction of the Production Manager
- Assist with the production, recording and editing of JOY's client podcasting services
- Manage the production of JOY's Community Service Announcements
- Manage the production of on-air program promotional spots
- Assist with the production, scheduling and reporting of client on-air sponsorship spots
- Assist with the production of live-read on-air scripts
- All position holders at JOY are required to perform their duties in accordance with JOY Melbourne current policies and procedures

Key Selection Criteria

Required:

- Experience and or qualifications in broadcast production services in a fast-paced work environment.
- Proficient in audio production programs, including Adobe Audition.
- Passion for audio and visual production.



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- The ability to multi task.
- Finger on the pulse of current trends in audio visual production and podcast trends.
- Ability to work independently or as part of a team.
- Understanding of the CBAA code of practice.
- Sensitivity and understanding of the LGBTI Community
- Excellent written, verbal and interpersonal communication skills
- Sound administration, organisational and time management skills

Desired:

- Knowledge of Wide Orbit and/or similar digital playout systems would be a distinct advantage.
- Experience working in the community sector and/or a community media environment.
- Podcast production skills and experience, as well as knowledge, of what is trending in the podcast field.

Application Process

All applicants will be required to submit an audio piece, in the form of a JOY Community Service Announcement.

Please find linked below audio editing resources including voiceovers and multiple music beds.

Applicants should utilise which ever editing program they would like to produce this spot.

Applicants should use their skills and knowledge of production to select the voice-over take and music bed that they think works best for the spot.

Applicants should send through the final produced spots, as well as the final editing session (As well as screenshots of said editing session).

AUDIO ASSETS - <https://bit.ly/ProdAssistantApplicationAudio>

(NOTE: Once these audio assets have been used, please do not use them for any other project. All voice overs and music remain the IP of JOY).

Please email through your final production piece, your cover letter, resume as well as any other video or audio work you have completed in the past that you believe to be of benefit to the application, to production@joy.org.au