# Job Description

**PRESENTER/SENIOR PRODUCER**

<table>
<thead>
<tr>
<th><strong>Department</strong></th>
<th>Editorial</th>
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<tr>
<td><strong>Reports to</strong></td>
<td>Head of audio, Guardian Australia</td>
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<tr>
<td><strong>Normal location</strong></td>
<td>Sydney or Melbourne</td>
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<td><strong>Terms and conditions</strong></td>
<td>12-month contract, full-time, working over a seven-day roster with early starts or late finishes</td>
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<td><strong>Purpose of role</strong></td>
<td>Prepare, present and produce Guardian Australia’s narrative news podcast. Provide audio production support for other audio projects and podcasts according to Guardian Australia’s podcasting schedule.</td>
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## Key responsibilities and accountabilities

- Understand Guardian Australia’s multimedia audio/podcast strategy, suggest ideas compatible with its values, style and content
- Working closely with the Head of Audio prepare and present Guardian Australia’s narrative news podcast
- Contribute to the planning of newsgathering and output, finding contributors and interviewees as well as other sources of material
- Research and conduct interviews with internal guardian staff, experts, commentators and members of the public both in studio and in the field
- Produce material for narrative news podcast including multi voice pieces featuring music, effects, narration and field sound
- Assist in commissioning content for the narrative news podcast
- Work with producers to plan and structure audio stories
- Give constructive feedback on pre-release audio stories
- Deploy and brief correspondents, reporters, producers and guests as appropriate for audio production
- Liaise closely with other team members, Guardian Australia employees, Guardian UK & US audio teams and contributors to plan and create high quality audio
- Work with external providers and platforms as required to produce audio content for Guardian Australia
- Promote podcasts through social media channels and monitor engagement
- Assist in training non-audio specialists in presentation and recording
- Assist in tracking and maintaining audio equipment and facilities
- Work with editors, reporters, multimedia and data and interactive teams on collaborative projects
- Generate ideas for programming and presentation, with regard to upcoming events and developments
- Represent Guardian Australia at events and functions

**Key contacts and relationships**

Head of audio, Podcast producers, Guardian Australia news desk, UK and US audio teams

**PERSON SPECIFICATION**

**Knowledge and experience**

- Significant experience in hosting radio, radio news, podcasts or audio features
- Significant experience in conducting effective interviews
- Deep understanding of Australian news agenda
- Experienced in editing packages or documentary audio
- Experienced with audio editing software: able to cut tape fast, to a high quality and mix multi voice packages well
- Ability to script and edit audio documentaries
- Ability to oversee a fast moving production schedule
- Ability to make high level content decisions
- Experience working with a fast moving newsroom
- Strong editorial judgment
- Significant experience recording audio
- Ability to consistently deliver on time
- Ability to innovate in audio
- Understand and keep up to date with the latest developments in audio
- A proven understanding of podcast distribution platforms and IAB agreed analytics
- Strong understanding of social platforms and how best to utilise these to extend and promote podcasts
- Understanding of the editorial aims and values of the Guardian
- Awareness of the needs and interests of the Guardian’s readers/audiences

**Skills / behaviours**

- Collaborative
- Excellent communication skills
- Comfortable producing work on a tight deadline
- Organised and able to manage multiple projects at a time
- Good problem-solving skills
- Ability to work with high profile journalists
- Flexible and able to adapt to changing priorities
- Ability to build relationships at all levels
- Passion for narrative audio, podcast production and digital journalism
- Proven journalistic instincts
- Creativity - able to find new angles on major news stories
- Comfortable recording audio in studio and on location
This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment and, as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.