

position:	PRESENTER – Drive
reports to:	Broadcast Manager
status:	volunteer
expectations of volunteer hours	4 hours per day, up to 5 days week
direct reports:	on-air presenters
term:	12 months – with a trial period
location:	225 Bourke Street Melbourne
training provided:	introduction to JOY 94.9

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 a person with general knowledge of broadcasting skills to work for a station that is truly unique in the Australia media landscape.

Position overview - the purpose of the position is:

The presenter/s works as a volunteer member of the organisation, they are responsible to deliver an engaging program with accurate and balanced information to listeners on the program known as Drivet; to assist, achieve and maintain the JOY Melbourne purpose, values and mission.

Key responsibilities

- preparing the program plan, writing own scripts and presenting the program live-to-air
- 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
- 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
- prepare for and conducting interviews live-to-air and pre-recorded
- working off-air – such as doing voice-overs, or conducting interviews
- Attend the planning meeting for the show
- Complying with direction regarding station promotions, sponsorships and community announcements

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:

- High level radio presentation and interview skills – clear speaking voice with a good command of English
- Interest in and good knowledge of contemporary popular music – entertainment – popular culture – current affairs – community issues – news and a broad general knowledge.
- Creative flair – warm and engaging personality – inclusive of all listeners with ability to elicit interest and excite listeners about supporting JOY promotions and events
- General knowledge of media sources relevant to the demographics of the show
- excellent organisational skills
- sound interpersonal skills - clear and concise oral and written communication skills
- good understanding of radio, program formats, Broadcasting Act and CBAA codes of practice

- team player
- demonstrated commitment to the aims and objectives of JOY 94.9

qualifications

- preferable if already attended JOY Taste of Radio short course, or equivalent course

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.

application process:

- to apply for this position, email a cover letter outlining your suitability, availability and interest in the position and attaching your resume and a short show demo to bm@joy.org.au by 5 pm Monday February 15, 2010.
- We will contact suitable applicants to arrange an interview

JOY Melbourne Inc.

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