

Producer/Reporter First-Up

Job Description

Date	November 2024
Location / Business Unit	Auckland, News
Reporting to	Executive Editor, Multimedia News Programmes
Position Type	Full time, permanent

Te Tūranga - About the Role

This role is tasked with carrying out research, interviews, and briefing notes for the First Up presenter. As well as this you will write and edit audio packages, voice news items and web copy as required. This role is crucial to the smooth running of the First Up programme.

Te Mahi - About the job

Editorial

- Work with the show's dedicated production team, as well as Morning Report, Checkpoint, the wider newsroom and digital teams selecting and developing story ideas.
- Produce 2-3 strong audio packages including face to face audio from the field each week
- Write clear, sharply angled news copy and web copy.
- Break news and regularly contribute ideas for original interviews for the programme.
- Edit pre-recorded interviews, including re-editing interviews when required.
- Keep up to date with both national and international news stories
- Own responsibility for programme set up content as required.
- Hand over any leads for follow-ups to other news programme producers

Production (Broadcast and Web)

- Source great talent and provide strong and relevant material for the programme and online, adding depth to RNZ's journalism by including a range of voices.
- Break stories on-air and online, including original storytelling, innovative angles, heads and questions.
- Produce material which works for both on-air and online.

- Undertake the required planning and organisation to ensure all facilities and services necessary for live and pre-recorded interviews are available when required (e.g. phone numbers, location of talent, back up in case of problems, etc),
- Arrange live and pre-recorded audio interviews.
- Undertake and resolve digital editing, on air production and sound quality problems.
- Identify international picture stories from affiliates that will still be relevant in the morning.
- Conduct pre-recorded interviews if necessary, during the evening for the morning.
- Maintain a diverse and relevant list of contacts for the programme and to break news stories.
- Handle listener and digital audience requests for information in a timely and professional manner.
- Produce related online content, appropriately enhanced and tailored to RNZ’s web audience. This includes helping to maintain and develop the show’s social media presence, cutting audio, working with visual elements and writing web pieces for publication on rnz.co.nz.
- Liaise with Checkpoint producers and the Morning Report set up team
- Participate in the regular debriefs and reviews of the programme and its online presence, particularly with respect to its objectives and planning, and willingly implement changes as directed.

General

- Ensure all work is produced to deadlines, without compromising quality.
- Develop and maintain strong relationships with all programme staff and work collaboratively with the team.
- Work across other parts of News as required.
- Collaborate and maintain effective working relationships across News and other RNZ business units.
- Participate in the regular debriefs and reviews of the programme, particularly with respect to the programme objectives and planning, and willingly implement changes as directed.
- Undertake training and development as directed.
- Ensure any public representation maintains RNZ editorial standards and builds on its reputation for independent, impartial and balanced journalism.
- Other tasks and assignments as required.

Additional Responsibilities at a Senior Level

- Contribute to the professional development of less experienced Producers by providing guidance and advice.
- Make editorial decisions regarding news value, style and taste.
- Apply extensive knowledge of media law appropriately.
- Role model RNZ Organisational Behavioural Competencies.
- Ensure the programme host and other team members are fully briefed and updated as required.

Ōu Pūkenga - About You

Qualifications	A tertiary qualification in journalism or relevant area is preferred or study towards this coupled with video production experience.
Knowledge & Experience	<p>Effective working knowledge of:</p> <ul style="list-style-type: none"> • National and international news and current affairs. • Live production – on-air, online, and visually. • The convergence of aural and visual storytelling, e.g. using smart phones and digital recording techniques.

	<ul style="list-style-type: none"> • Experience working within style guidelines, editorial policies, and knowledge of media law. <p>Previous experience</p> <ul style="list-style-type: none"> • Working as a journalist along with an ability to tell stories in a live visual format. • Producing “live” programmes of a consistently high quality. <p>Social knowledge, experience:</p> <ul style="list-style-type: none"> • Experience and the ability to satisfy changing audience needs. • Experience working with teams in pressured situations with tight deadlines. • Ability to communicate clearly, concisely, and persuasively with all colleagues and external contacts. • Experience and ability in networking with business, political, community, cultural and other groups as required.
<p>Skills, abilities & personal attributes</p>	<ul style="list-style-type: none"> • Ability to recognise the value of cultural and community diversity. • Can work collaboratively as an effective member of the team. • Strong organisational and planning skills • A high standard of written work • Field recording skills. • Demonstrate a broad and considered approach to what is “news”. • Willingness to take and implement advice, particularly in areas of skill development. • Willingness and preparedness to experiment and change in ways that keep an audience first approach. • Display a high level of initiative, effort, and commitment to RNZ as it seeks to achieve the aims of the Charter. • A lateral thinker with ability to come up with fresh story ideas and angles. • Adaptability to changing circumstances and flexible in approach. • Commitment to producing a consistently high standard of work. • At times, being able and willing to work rotating shifts.

Te Ahurea - Our Culture

RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.