



Producer, RNZ National

# Job Description

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<b>Date</b>	March 2025
<b>Location / Team</b>	Auckland, Wellington, Christchurch / Radio
<b>Reporting to</b>	National Content Director
<b>Direct Reports or Functional Relationships (if needed)</b>	N/a
<b>Role Type</b>	Casual

## Te Tūranga - About the Role

Generating and taking on story ideas and leads, developing them, and getting them to air on a range of RNZ National programmes. Taking direction from executive producers, using initiative and working collegially with colleagues to deliver vibrant and informative live experiences for RNZ audiences on air, online and via social media.

## Te Mahi - About the job

Producers are the engine of the machine that keeps RNZ National humming with trusted news, current affairs and vibrant cultural content day-in, day-out. They generate consistently strong, relevant news and human-interest magazine stories, and book feature guests from across New Zealand and around the world.

Producers in the content division can work at short notice across radio shows from Nine to Noon through to Nights, plus weekend shows when needed.

Tasks may include but are not limited to:

- Finding and booking a range of guests, from quick turnarounds, to ordinary everyday Kiwis, to big 'gets'.
- Compiling relevant research material, writing accurate and appealing introductions and question lines, comprehensive background notes, programme trailers and rundowns as necessary.
- Delivering stories and content for digital audiences, making appropriate use of images, video, graphics, data, and audio.
- Producing both recorded and live parts of programmes, including audio recording and editing.
- Sharing the workload with on-air line production on any programme.
- Booking studios, lines and make any other arrangements necessary for either live or pre-recorded interviews.
- Collaborating and maintaining effective liaison across the different parts of RNZ.
- Handling audience requests for information or copies of interviews.
- Deal efficiently with complaints, referring up in accordance with RNZ's processes.
- Take part in constant review of programme objectives and their achievement, making adjustments where necessary.
- Contribute to long and short-term programme planning.
- Promote a professional and positive image of RNZ and its programmes in all internal and external interactions.
- Be vigilant about legal risk, flagging any risks with a manager.
- Be aware of, and operate consistently within RNZ Policies and guidelines
- Undertake training and development as directed.
- Step in at short notice, where possible, to line produce rolling news coverage in off peak programmes.
- Other tasks and assignments as required from time to time.

## Ōu Pūkenga - About You

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Journalism degree or diploma - or equivalent (which may be achieved through relevant radio production experience)</li></ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Well read with excellent written and spoken communication skills and have a wide range of interests &amp; ideas</li><li>• Wide range of general knowledge</li><li>• Good knowledge of regional, national, and international current affairs</li><li>• Knowledge of music and the arts community</li><li>• Strong command of the English language</li><li>• Practical understanding of RNZ's Te Reo Māori and Pacific Island pronunciation standards</li><li>• Sound journalistic and/or research experience</li><li>• A background in broadcasting or multimedia story-telling</li></ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Strong networking ability</li> <li>• Effective networking with cultural and other community groups</li> <li>• Live radio production skills, including microphone and recording techniques</li> <li>• Practical experience and understanding of news operational systems</li> <li>• Digital recording and editing skills</li> <li>• Word processing skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Leadership and Teamwork</li> <li>• Managing Self</li> <li>• Outcome Driven</li> <li>• Management</li> <li>• Building and Maintaining Relationships</li> <li>• Recognises the value of cultural and community diversity</li> </ul>

# Te Arurea - Our Culture

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## 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.