

POSITION DESCRIPTION – EXECUTIVE PRODUCER – THE WIRE

February 2022

Part-time – 28 to 30 hours per week – to commence ASAP, initial contract until 30 June with a possible extension based on funding.

The Wire is the flagship current affairs program for the Australian Community Radio Network. Five weekday editions of the program are produced each week, with the addition of a digest program, The Wire Weekly.

The program production is currently based at two community radio stations: 2SER in Sydney (Monday-Wednesday) and 4EB in Brisbane (Thursday-Friday), with story contributions from a number of other stations. Both production sites employ a supporting producer who provides local management, training and editorial guidance to a volunteer team of producers working on each day's program, and is responsible for filing the day's completed episode.

A newly-created role, the Executive Producer will provide editorial oversight for The Wire across all production days, manage content and workflow decisions in collaboration with supporting producers, undertake management and reporting activities, grant preparation and reporting, establish a contributor network from stations that are not currently contributing to the program, review contributor content to ensure it fits with the program editorial policy, maintain volunteer resources and guides, and more as outlined in this position description.

Executive Producer duties:

- Reports to The Wire management; has 2-3 x direct reports in Supporting Producers
- Drives the editorial direction for the program with day-to-day responsibility for quality control
- Approves story content; assigns and coordinates content requiring longer production time
- Contributor station outreach – establishment of contributor network, engagement to ensure delivery of content from across Australia, representing diversity of voices.
- Coordination of 1-2 stories per day from the contributor network.
- National content coordination liaison with Community Broadcasting Association of Australia (CBAA)
- Develops and maintains producer and volunteer resources and guides
- Feeds content to the day's Program Lead (Supporting Producer)
- Oversees the packaging of content for the Community Radio Network, podcast distribution, news syndication, weekly digest (Supporting producers to carry out)
- Oversees the promotion of the content via social media feeds, website and other platforms (Supporting Producers to implement on a daily basis, with vols participating)
- Review of styles, trends and advisories are maintained – best practice
- Backfill for Supporting Producers
- Undertake annual performance reviews with Supporting Producers

- Project administration duties to support station management
- Grant reporting and preparation to assist station management
- Work with Community Media Training Organisation (CMTO) to ensure training programs delivered to support current affairs volunteers
- Work with the CBAA's Community Radio Network program distribution service to ensure distribution and promotion of The Wire to stations
- Work with CBAA ensure The Wire connects into marketing and funding opportunities throughout the sector and beyond
- Work with the National Radio News service to connect The Wire into the National News project, with exploration of providing funding for software tools to enable integration
- Establish relationships with external organisations that may provide key voices of interest to the sector as regular commentators
- Explore external funding opportunities