

JOY Media

Victorian Pride Centre Level 1, 79-81 Fitzroy St
St Kilda, VIC 3182

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Social @joy949

Web joy.org.au



Position Description: Production Assistant

Reports to: Production and Content Manager

Status: Part-Time (0.5 FTE)

Location: Level 1, Victorian Pride Centre, 79-81 Fitzroy Street, St Kilda, Vic, 3182

About JOY

JOY Media is Australia's LGBTIQ+ community media organisation, listed on the Australian Charities and Not-for-Profit Commission Register, dedicated to fostering a more inclusive society.

Our mission is to amplify diverse voices, reduce isolation and celebrate the rich culture and achievements of the rainbow community. We engage audiences through JOY 94.9 Radio (on FM, DAB+ and the JOY App), as well as our online livestreams and podcasts, accessible 24/7 at joy.org.au.

Our sustainability relies on income-generating services such as advertising and live broadcasting, along with grants, donations, memberships and philanthropic support.

Based in St Kilda, our small team of paid staff and dedicated volunteers collaborate to deliver engaging news, information, music and entertainment to our rainbow community and allies.

Our Values

- **Joyous:** Celebrating diversity.
- **Inclusive:** Fostering a safe and welcoming environment for all.
- **Courageous:** Empowering change through storytelling and advocacy.

We are seeking a **Production Assistant** to support our creative team at JOY Melbourne, Australia's leading LGBTIQ+ media organisation.

This role is ideal for a passionate and technically skilled individual with experience in audio-visual production, who thrives in a fast-paced, dynamic environment.

The successful candidate will assist with producing a variety of content, including podcasts, community service announcements, promotional spots and live-read scripts, ensuring high-quality output that aligns with JOY's values of inclusivity, diversity, and courage.

Key Responsibilities

- Provide creative and technical support for the production of JOY's audio and visual content, ensuring high-quality production that aligns with JOY's branding.
- Assist with the recording, editing, and production of JOY's client podcasting services, ensuring seamless audio production and timely delivery of content.
- Oversee the production of JOY's Community Service Announcements (CSAs), from concept to final broadcast.
- Manage the creation and production of on-air program promotional spots, working closely with the programming team to ensure consistency and alignment with station objectives.
- Support the production and scheduling of client on-air sponsorship spots, ensuring accurate reporting and timely airplay.
- Assist with the production of live-read on-air scripts for presenters, ensuring a smooth and professional delivery of content.
- Ensure all tasks are completed in accordance with JOY Melbourne's policies and procedures, maintaining a high standard of quality and consistency.

Key Selection Criteria

- **Experience & Qualifications:** Previous experience in broadcast production, preferably in a fast-paced media environment, is highly desirable.
- **Technical Skills:** Proficiency in audio production software, including Adobe Audition. Knowledge of digital playout systems such as Wide Orbit is a plus.
- **Creativity & Passion:** A passion for audio-visual production and a keen interest in current trends in podcasting and media production.
- **Multi-tasking Ability:** Able to handle multiple projects simultaneously and prioritise tasks efficiently.
- **Communication Skills:** Excellent written, verbal, and interpersonal communication skills, with the ability to interact effectively with team members, clients and the broader community.
- **Organisational Skills:** Strong administration, organisational and time management skills, with a keen eye for detail and accuracy.
- **Industry Knowledge:** Familiarity with the CBAA Code of Practice and relevant broadcasting standards is desirable.
- **Podcasting Experience:** Knowledge and experience in podcast production.

Additional Requirements:

- All position holders at JOY are required to perform their duties in accordance with JOY Melbourne's current policies and procedures and comply with relevant ACMA and CBAA guidelines.
 - Ensure a commitment to maintaining a healthy, safe and environmentally responsible workplace.
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Work/Life Balance

At JOY we understand the importance of work/life balance.

We promote a supportive environment that encourages flexibility and well-being, ensuring our team can thrive both personally and professionally.

Application Process

If you are passionate about audio production and making a positive impact within the LGBTIQ+ community, we would love to hear from you!

All applications must include a CV and a cover letter addressing the key selection criteria, along with referees (who will not be contacted without your prior consent) to: ceo@joy.org.au

Only successful applicants will be contacted and invited to an interview.

Join us at JOY and become part of a team that is dedicated to celebrating diversity and fostering an inclusive community while valuing your work/life balance!