# POSITION VACANT (readvertised)

**POSITION DESCRIPTION:** Current Affairs Coordinator

**TERMS:** Fixed term untilApril 2017 (subject to a three month probationary period).

**HOURS:** Part Time. 25 hours per week. Normal hours of work between 8AM-1PM.

##### RATE: $34.83 p/h + super

**Workers Agreement: Community Radio Federation Bargaining Agreement 2012.**

***Note for applicants: applications that do not address the key selection criteria will not be considered .***

*3CR acknowledges that it broadcasts from land stolen from the Wurundjeri people, the original owners of the land where 3CR is located. The station also acknowledges that it broadcasts to land stolen from other members of the Kulin Nation in Victoria and to land stolen from Aboriginal people throughout Australia. People from Indigenous and of culturally and linguistically diverse backgrounds and people with disabilities are encouraged to apply.*

*The Station provides a voice for those denied access to the mass media, particularly the working class, women, Indigenous people and the many community groups and community issues discriminated against in and by the mass media. 3CR actively discriminates in favour of Australian artists and composers.*

# POSITION BACKGROUND

This position is part time for a fixed term until April 2017. The role of the Current Affairs Coordinator is to maintain and resource current affairs programming blocks and special broadcasts at 3CR.

# Specific Duties

* Manage recruitment of Breakfast Show and Current Affairs volunteers in consultation with Programming and Volunteer Coordinators
* Support and resource Breakfast Show volunteers
* Assist with the coordination of special and outside broadcasts
* Provide programming support for 3CR 40th anniversary celebration events in 2016
* Where appropriate, initiate coverage of special events, issues or campaigns
* Attend meetings of the Programming Sub-Committee

## General Duties

* Assist the Program Coordinator to resource 3CR volunteers to produce high quality programming
* Attend 3CR staff meetings
* Attend 3CR Committee of Management and Federation meetings, as required
* Participate in station access duties supporting volunteers, as required
* Provide radio production support to volunteers and troubleshoot basic computer problems
* Provide support for 3CR Radiothon and Subscriber Drive
* Develop and publish content for 3CR website and social media

# Accountability

The Current Affairs Coordinator liaises with the Program Coordinator and reports to the Station Manager.

## SELECTION CRITERIA

## Essential

* Understanding of and commitment to the philosophy and objectives of 3CR
* Understanding of 3CR’s Broadcasting Code and relevant media law
* Demonstrated experience working or volunteering in an independent radio environment
* Demonstrated radio production skills
* Demonstrated knowledge of progressive and local community issues
* Demonstrated ability to work closely with volunteer and paid workers from diverse backgrounds
* Ability to share information, build confidence and enthusiasm by supporting teams and providing constructive feedback and training
* Excellent communication skills, including ability to deliver training
* Ability to work independently and as part of a team when circumstances dictate
* Excellent problem solving skills and ability to propose solutions

## Desirable

* Experience in maintaining and developing content for the web.
* Experience in developing, publishing and managing social media content

***All applicants must supply an example of a piece of current affairs audio they have produced. No more than 7 minutes in duration and in .mp3 format.***

*People from Indigenous, culturally and linguistically diverse backgrounds and people with disabilities are encouraged to apply.*

Applications may submitted by email or post and marked confidential to:

Program Coordinator

P.O. Box 1277

Collingwood 3066 or email to [programming@3cr.org.au](mailto:stationmanager@3cr.org.au)

Applications by fax will not be accepted.

### Closing Date: 9AM Monday 14th March 2016