

JOY 94.9

Level 9, 225 Bourke Street,
Melbourne VIC 3000

T 03 9267 6000

E ceo@joy.org.au

joy.org.au

Out.
Loud.
Proud.

Position Description

Role Name: JOY Content Administrator

Status:	Contractor, fixed term contract of 12 months
Expectation of hours/term:	4 hours, 5 days per week
Salary:	\$25 per hour plus SGC
Reports to:	Content Manager
Direct Reports:	None

Organisational Purpose

JOY is Australia's LGBTIQ+ community media organisation located in Melbourne, Australia, broadcasting on the FM and DAB+ signal, streaming live 24/7 and hosting the largest rainbow podcast library in the world. JOY exists to make Australia a more inclusive place to live by providing a multimedia platform and enabler for change to the voices of the rainbow community and our allies.

JOY Values

Joyous - a celebration of diversity, talent, music and entertainment

Inclusive - a safe and supportive environment for all members of the LGBTIQ+ community

Courageous - a way to change lives by speaking out, sharing stories and challenging boundaries

Role overview

JOY's Content Administrator will be responsible for streamlining and professionalising JOY's content relationships, assisting content makers looking for contacts to speak on a range of topics, and quantifying the diversity and inclusivity of JOY's content across our channels.

All JOY team members are required to perform their duties in accordance with current organisational policy and procedures, relevant ACMA and CBAA requirements; and the JOY Melbourne Inc. Rules of Association; to ensure a respectful, inclusive, healthy, safe and environmentally responsible workplace.

Key Responsibilities

Reporting directly to the Content Manager, working closely with the Content Teams, your key activities will include:

- Working collaboratively with JOY Management, producers, program makers across JOY's channels to learn and document content needs
- Actively and continuously sourcing content - looking outwards and leveraging incoming opportunities whilst implementing approved metrics to ensure JOY content meets inclusivity and diversity targets
- Build and maintain relationships with JOY's content partners
- Facilitate interviews across JOY's media channels
- Maintain records on JOY's content and content partners
- Track and report on JOY's content against our content policy benchmarks
- Build and maintain a strong working knowledge of JOY's content streams and programs, to quickly match content with the right vehicle to broadcast or showcase it

Key Selection Criteria

- Strong understanding of what makes relevant, informative and entertaining content
- Empathy, sensitivity and understanding of the LGBTIQ+ communities and issues of relevance
- Excellent communication experience with people from a wide variety of backgrounds
- High level of organisation and administration skills
- Excellent planning and time management skills
- Good working knowledge of Microsoft Office and Salesforce
- Good working knowledge of JOY 94.9 and/or other comparable community media organisations
- Passionate about building a more inclusive Australia



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JOY Team

Please note: all JOY Team Members are required to maintain a current, financial Membership of JOY Melbourne Inc. for insurance, governance, compliance and communications purposes. For more information go to: <https://joy.org.au/members-2/>

Application Process

Email your CV and a Cover Letter addressing the Key Selection Criteria to recruitment@joy.org.au

