



THE BREAKFAST SPREAD – CO HOST/PRODUCER 2018

ABOUT PBS: Community broadcaster PBS 106.7FM is an icon of Melbourne’s unique music and arts community. Since 1979, PBS has been a key provider of independent and diverse music. With over 80 specialist music programs ranging from soul to garage to country to jazz, PBS is dedicated to promoting and nurturing music in all its diversity. For more info visit www.pbsfm.org.au

POSITION TITLE: THE BREAKFAST SPREAD CO-HOST/PRODUCER

REPORTS TO: The PROGRAM MANAGER

HONORARIUM: While this is a volunteer position, PBS will pay a suitable honorarium at a rate to be confirmed.

THE BREAKFAST SPREAD HOURS: 15 hours on air (6am – 9am Monday to Friday) plus 10-20 hours producing (off air) in the office, studio and/or off-site.

Although this is a volunteer position, you will need to make a regular time commitment in order to ensure The Breakfast Spread operates effectively and maintains continuity. There is some flexibility within the role and the hours required for preparation and producing may vary depending on the successful applicant.

The Breakfast Spread takes a break over the Christmas/January period for approximately five weeks, and three weeks additional leave is scheduled throughout the year, typically around Easter, post Radio Festival and in late September. The Breakfast Spread co-host MUST be on-air during the Radio Festival in May and through the June pay-up period.

CLOSING DATE: Applications must be received by 5:00pm Friday January 19

APPLICATION PROCESS: All applicants must include a cover letter, CV and statement addressing the Key Selection Criteria as well as a demo with music and announcing (on CD or USB) of no less than 1 hour duration. Please also include a playlist of the music in your demo. Existing PBS announcers may indicate a previous live-to-air program on PBS to act as their demo if they wish.

APPLICATION DETAILS: Please send all applications to Owen McKern, Program Manager programs@pbsfm.org.au or post to P.O Box 2917, Fitzroy MDC, 3065, or deliver to 47 Easey Street, Collingwood. Business hours are Monday-Friday 10am-6pm



THE ROLE IN CONTEXT:

The Breakfast Spread is a flagship program for PBS. The program should represent and reflect the diversity of music programming heard right across PBS's daytime and weekend programming. The role of Breakfast Spread co-host is a uniquely rewarding but also challenging job. The primary relationship between hosts should be of a professional nature. Co-hosts should be supportive of each other, especially before going to air, and for the 3 hours of the program. The Breakfast Spread co-hosts are supported by PBS management and staff, and any concerns or suggestions to improve the workplace should be raised at the earliest convenience with the relevant manager at PBS.

The Breakfast Spread co-hosts will be further supported by a volunteer producer(s) who will specifically assist with incoming email correspondence, social media, interview liaison and coordination, on-site administration and giveaways. The announcer roles are equal in nature, and this should be reflected through time spent programming, planning and speaking on air.

DUTIES: PBS is looking for a suitably experienced person to co-host and co-produce THE BREAKFAST SPREAD (TBS). Duties include:

- On air announcing, news headlines preparation, coordinating interviews and segments, and other duties associated with producing a radio program.
- Listening to a vast amount of music is a critical task for TBS co-hosts, and the co-hosts will be required to consider all incoming music allocations
- TBS co-hosts are expected to engage with PBS staff in the coordination of interviews, selecting feature albums and other station activities.
- The mission of the Breakfast Spread is to represent the overall PBS vision of promoting diverse and under-represented music across a broad range of genres.
- Programming should reflect and refer to music heard elsewhere on PBS across the genres of blues/roots, funk/soul, indie & rock, jazz, world, electronic, hip-hop and others as required.
- While there is great autonomy in the programming of The Breakfast Spread, the program must include content relevant to PBS events, fundraisers and special programs/events. At times this may be directed by The Program Manager.
- The Breakfast Spread co-hosts will maintain a social media presence through a dedicated Facebook page and maintain playlists and other information on the PBS website. The co-hosts will be supported by a volunteer producer and PBS staff.
- The Breakfast Spread co-hosts/producers will work with the Program Manager to develop existing segments and to introduce new programming elements where appropriate.
- Information/commentary should seek to engage the audience and must be primarily about music.



KEY SELECTION CRITERIA:

1. Suitable experience in on-air presentation of a radio program, including programming music, presentation, interviews skills and panel operation.
2. Excellent music knowledge across a broad range of genres and access to music that fits the PBS mission.
3. High-level interpersonal skills, including the ability to work with a wide range of internal and external stakeholders.
4. Demonstrate an understanding of how the irregular hours will impact your life, and how you intend to manage the lifestyle changes that come with the role
5. Cheerful and charismatic persona to appeal to PBS' target audience, and the ability to engage listeners across multiple genres, age groups and demographics.
6. Complement and provide a balance with co-host to broaden appeal of program to PBS' target audience.
7. A high level of motivation and the ability to work with minimal supervision while also taking direction from the PBS Program Manager.
8. Experience in working in a volunteer environment.
9. Well developed computer skills.
10. An understanding of the mission and values of Community Broadcasting, in particular the values of PBS.



DESIRABLE:

- Ideally the applicant should be closely engaged with Melbourne's alternative music community/communities.
- Ideally TBS co-hosts will also be aware of music, arts and cultural events and activities in Melbourne.
- Some experience with basic audio editing would be advantageous.
- A good working knowledge of social media.

RESPONSIBILITIES of all PBS staff and volunteers

- Adhere to PBS values of diversity, respect and participation in our community.
- Work towards fulfilling the PBS mission at all times.
- Maintain a high standard of work whilst ensuring integrity, respect and confidentiality.
- Prompt and responsive communications, verbally and via email and/or text is critical to the success of this role.
- Work cooperatively with staff and other volunteers to achieve the objectives of PBS.

TERMS OF EMPLOYMENT:

This is a contract role of 12 months duration and the successful applicant will be subject to a performance review after an initial period of 3 months in the role, followed by structured reviews approximately quarterly. It is hoped that the successful applicant will continue in the role for at least one further year (subject to review), with the possibility to negotiate additional years through consultation with PBS management and the other Breakfast Spread co-host.

The Breakfast Spread team answer directly to the Program Manager but will also be subject to review by the PBS Program Planning Group (PPG) that meets 3 times each year to review all PBS programming. The PPG do not have any direct engagement or communication with the Breakfast Spread team.

PBS is a community organization that adheres to the community broadcasting codes of practice. We are an equal opportunity workplace and flexible environment for staff and volunteers to undertake their duties. PBS encourages people from diverse backgrounds to apply. While much of the work required in this role will be undertaken at PBS' Collingwood studios, there is scope for much of the preparatory work to be undertaken off-site.