



Content Coordinator

- Be a part of Australia's independent national broadcaster
- \$64,163 - \$71,492 p.a. + choice of 15.4% super
- Convenient CBD location in the heart of Ultimo (near Central Station)

About the ABC

The ABC is the nation's most trusted and independent source of Australian conversations, culture, and stories. With over 4,500 employees from diverse backgrounds, located across over 50 locations around Australia and overseas, the ABC is proud to create, curate and deliver high-quality programming that informs, educates and entertains.

About ABC Television

ABC Television provides distinctive and quality content across four channels: ABC, ABC2, ABC ME and ABC KIDS, as well as offering on demand streaming of ABC content through ABC iview. The ABC broadcasts television content that informs, entertains and educates Australian audiences.

About the Role

ABC Children's TV is looking for a Coordinator to provide administrative support to the Children's content executives including material of a confidential nature, and manage priorities to ensure timely completion of work. This role is pivotal in the development of workflows and coordination of content sources asset delivery to internal technical, programming and marketing teams.

In this supportive role you will also be responsible for:

- Assisting in the commissioning process and crafting presentations
- Acting as the first point of contact regarding content proposals, content deliveries and submissions
- Providing general administration support including database management, presentation designs and researching/drafting correspondence
- Maintaining regular and effective communication with partners

About You

We are looking for an experienced coordinator with high-quality administrative skills, preferably in a media environment. You will be comfortable communicating and presenting to senior executives, building strong client relationships and sourcing information on various issues.

- You will also demonstrate:
- An ability to prepare written documentation and reports in a clear and concise manner
- High-level analytical and research skills coupled with sound PowerPoint skills
- Understanding of the broadcast/media industry
- Experience prioritising work and managing workflows, adhering to deadlines and maintaining an acute attention to detail
- A current working with children/police clearance is an essential requirement for this position. You will be required to re-new any clearance in keeping with the relevant legislation.

For an overview of the role, please refer to the position description:

For further information contact Amanda Isdale, Development and Co-production Manager on (02) 8333 5238.

Applications Close: 16 January 2018

Recruitment Agency applications will not be accepted.

Applications must be submitted via the online portal [CLICK HERE](#)