



SYN

SYN Media Position description

POSITION TITLE	Educational Programs Trainer & Producer	TERMS OF EMPLOYMENT	Casual Ongoing
REPORTS TO	Training and Development Manager	SALARY	\$23.66 per hour (including casual loading)
WORK LOCATION	16 Cardigan St, Carlton VIC 3053	APPLICATION DETAILS	Apply by filling out google form addressing all questions listed on the form and uploading all of the relevant documents requested on the form.
CLOSING DATE	N/A - Ongoing		
NOTE	SYN has an exemption from the Victorian Civil and Administrative Tribunal to allow discrimination on the basis of age (exemption no. A98/2012). SYN has a preference for candidates under 26 years of age. (NB. Candidates over 26 are still encouraged to apply.)		
CHILD SAFE POLICY	SYN is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children checks, police checks and reference checks as we see fit to ensure that we are recruiting the right people.		

1. ABOUT SYN

SYN is a media organisation run by a community of young people that provides broadcasting and training opportunities for young Australians. SYN informs, empowers and entertains young people by providing facilities and training that allows them to gain access and practical industry experience in all facets of the media, as detailed in the organisation's 2018-20 Strategic Plan. Outside of its staff, SYN relies on the strength of its volunteer base to maintain its extensive operations. All volunteers are under the age of 26. SYN's current operations include:

SYN Radio: 90.7 (FM) and SYN Nation (DAB+ digital)

SYN operates a full-time community broadcasting license and can be heard throughout Melbourne, Geelong and in parts of regional Victoria on FM and DAB+. Both stations stream live from our website. SYN's radio content is as diverse as its volunteers, and rotates five times a year. SYN's Radio Department is run entirely by young volunteers. SYN's radio audience is approximately 70,000 listeners a week.

SYN TV and Screen

SYN's TV and Screen Department is entirely run by young volunteers and currently produces three hours of live youth television each week and a range of online video content. Up to 15,600 people watch SYN's flagship TV production, *1700*, that broadcasts three nights a week on Channel 31 across Melbourne and Geelong.

SYN Online

SYN manages syn.org.au, an interactive online community for people under the age of 26 to exhibit, distribute and share their content. SYN Online features a live radio stream of SYN's two radio stations, podcasts, videos and blogs.

Media Learning

SYN Media Learning provides media education experiences for young Australians and those who work with young Australians. Media Learning is SYN's largest social enterprise, offering media training to young people in Melbourne through hands-on radio and new media workshops. Each year SYN works with more than 100 secondary schools and other groups to offer training through innovative peer-to-peer programs to approximately 3,500 young people per year. We also provide [tailored educational program experiences](#), with various corporate organisations.

2. JOB SPECIFICATION

PRIMARY FOCUS

SYN's [workshops and educational programs](#) allow schools and community groups to learn media skills across radio and digital media, to then produce their own original content. The *Educational Programs Trainers & Producers*, work within the SYN Media Learning team and are responsible for conducting SYN's [various educational radio programs](#). Our casual staff work directly with students and community groups, introducing them to SYN and teaching them how to create radio as part of our various structured programs. If we find you to be highly engaged and skilled, you may be considered for [larger scale tailored projects](#).

It is highly recommended that you sit in on a radio workshop, prior to submitting your job application – so you have a clear understanding of the role and what it entails. Email training@syn.org.au to arrange this.

To be considered for this role you must have a solid knowledge and understanding of SYN's spaces, equipment, core values.

KEY RESPONSIBILITIES

- To deliver Educational Radio Workshops as directed by SYN Media Learning staff.
- To provide a supportive and high quality learning environment for all participants.
- To communicate clearly and promptly with the Training and Development Manager and Schools on Air Producer.
- To know and understand the activities of SYN Media Learning and maintain awareness of SYN's organizational structures and procedures.
- To be punctual and professional in your activities as a trainer and producer.
- To attend specified SYN Media Learning meetings.
- To be an ambassador for SYN – be enthusiastic, positive and inclusive and to encourage involvement in SYN

RESPONSIBILITIES shared with all SYN staff

- Adhere to SYN's values of Access, Independence, Participation, Diversity and Innovation
- Maintain a high standard of work practices and ensure integrity, respect and confidentiality while carrying out core tasks
- Work cooperatively with staff and volunteers to achieve the organisation's objectives

3. PERSON SPECIFICATION

PERSONAL ATTRIBUTES

You are passionate about media, enjoy working with young people and love to see them succeed. You enjoy teaching and coaching others. You take initiative, work well under pressure and can work unsupervised or in a team environment. You pay close attention to detail and exemplify the SYN values in your work.

KEY SELECTION CRITERIA

Skills, Knowledge, Qualities, Experience

Required:

- A sound knowledge of - and passion for - SYN's community;
- Excellent interpersonal communication skills;
- At least 6 months experience in media production in audio and/or video mediums;
- Strong time management;
- Demonstrated initiative, independence and problem solving abilities;
- A working with children check or ability to attain one;

4. APPLICATION PROCESS

Please see the google form available at syn.org.au/syntrainers which will prompt you to provide all the information we need to review your application.

Applicants will be contacted within 4 weeks after submitting applications via the google form. For more information on this position, email Evrim at training@syn.org.au or call 03 9639 2849.