



SYN

SYN Media Position description

POSITION TITLE	Tour and Workshop Facilitator	TERMS OF EMPLOYMENT	Casual Ongoing
REPORTS TO	Education and Training Manager	SALARY	\$20.83 per hour
WORK LOCATION	16 Cardigan St, Carlton VIC 3053	APPLICATION DETAILS	Apply by email to Campbell McNolty, training@syn.org.au , addressing key selection criteria (SEE PAGE 3).
CLOSING DATE	Sunday 13 th of August		
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 [2016-18 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 (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*, each weeknight on Channel 31 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 5000 young people per year.

Production Services

SYN Production Services is a social enterprise providing organisations with fee-for-service screen and sound productions that draw on, expand and recognise the talent of SYN's young media-makers, who have the opportunity to complete paid work in the media industry as Production Service Contractors.

2. JOB SPECIFICATION

PRIMARY FOCUS

SYN's workshops and tours allow schools and community groups to try media skills across radio, screen and digital media. The Tour and Workshop Facilitators work within the SYN Media Learning team and are responsible for conducting SYN's Radio Tour and Workshop programs for schools and community groups. Our facilitators work directly with students and community groups, introducing them to SYN and teaching them how to create radio.

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

KEY RESPONSIBILITIES

- To deliver Radio Tours and 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 Education and Training 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.
- 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

IMPORTANT: SYN Media Learning is currently recruiting for two different roles: the **Internal Training Coordinator** and the **Tour and Workshop Facilitator**. Any candidate may apply for either or both positions with one application. Please read both position descriptions and indicate clearly in your cover letter which role or roles you wish to be considered for.

Position descriptions for both jobs can be found here: <http://syn.org.au/jobs-syn/>

Applicants who **only** wish to be considered for the position of Tour and Workshop Facilitator may respond to the selection criteria below. Applicants who wish to be considered for both roles must respond to the longer set of criteria listed in the Internal Training Coordinator position description.

Your application **must include:**

- 1) A brief covering letter that clearly indicates the role or roles that you are applying for;
- 2) Statement of your experience against each of the selection criteria (max. 150 words per criteria, please use template provided)
- 3) CV including two referees with contact details (maximum 3 pages)

Your application must be saved as one file (Word or PDF) with your full name as the file name.

Apply via email to training@syn.org.au. Applications close at 5pm, August 13, 2017.

For more information on this position, email training@syn.org.au or call 03 9925 4747.

Key selection criteria	Statement of experience (no more than 150 words per criteria)
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	