

# HOW TO BECOME A KRCC VOLUNTEER ANNOUNCER

1. Please read the attached job description (next page).
2. Complete the application and return to the Operations Manager.
3. If your application is accepted, you will be called in for an interview with the Operations Manager
4. If accepted for training, you will attend all training sessions which include:

## **SESSION 1:** Conducted by the Operations Manager

- \* Introduction and discussion of KRCC training manual, philosophies and tour of the station
- \* Assignment of a training partner
- \* Photos for the training studio board
- \* Assignment to observe a music show

## **SESSION 2:** Conducted by the Music Director & Operations Manager

- \* Comprehensive discussion of information relating to the care and proper use of recordings, music formats, music tracking, music library, and FileMaker central software
- \* Comprehensive discussion of the program logs, automation system, on-air announcements such as PSAs, etc., and sources for obtaining weather reports.
- \* Hands on demonstration on use of equipment and how to produce an audition tape on mini-disc.
- \* Each trainee is to schedule time to produce their his or her attempt at an audition tape
- \* Observe a music show

## **SESSION 3:** Conducted by the Operations Manager

- \* Review and discussion of techniques and procedures of the previous week's audition discs
- \* Explanation of discrepancy reports and EAS system
- \* Do's and don'ts of on-air work
- \* Schedule time to produce second audition tape

## **SESSION 4:** Conducted by the Operations Manager

- \* Group discussion of techniques and procedures on previous week's audition discs / "mock" show
- \* Once the above requirements have been satisfactorily met, the trainee will be placed on a three month probationary, substitute period and assigned an on-air slot when possible.

Revised on : 4/10/12



# **KRCC VOLUNTEER ANNOUNCER JOB DESCRIPTION**

## **QUALIFICATIONS:**

1. KRCC compatible voice quality and style
2. Ability to read effectively at college level
3. Able to demonstrate or learn technical skills in audio production
4. Acute interest or expertise in specific music genres within KRCC's format
5. Familiarity with KRCC's programming, sound and purpose
6. Commitment to provide the highest quality programming to our audience, and to attain the knowledge and skills required to accomplish that goal

## **OBJECTIVES:**

1. To acquire the knowledge and skills which will enable the volunteer to perform "on air" in a professional style.
2. To research program materials which best meet the expectations of KRCC's audience, and our commitment to quality programming

## **RESPONSIBILITIES:**

- Honesty
- Dependability
- To carry out duties in compliance with FCC rules and KRCC policies
- Thoroughness and concentration
- Actively involved in self improvement throughout volunteer term
- Participation in all KRCC fund raising activities

**SUPERVISOR:** Operations Manager

## **THINGS YOU SHOULD CONSIDER:**

1. If you turn in your application and aren't chosen for the training session, don't take it personally. If your heart's desire is to do a "Top 40 rock & roll" show, you probably will not be chosen because that type of music doesn't fit KRCC's format. We are looking for people who know and accept what KRCC is and are willing and able to work within that structure.
2. Also, one of the most important things to remember is that not everyone can be on the radio for one reason or another. KRCC has a certain sound that differentiates it from other radio stations; voice quality and delivery are very important aspects in choosing a volunteer announcer.
3. Volunteering for the station does not mean that your commitment to the station begins and ends with your air shift. You will be required to take whatever measures necessary to be constantly improving your knowledge and skills involved with your on-air performance. You will be required to participate in membership drives and to attend staff meetings.
4. We ask that you not take this commitment lightly. We assure you that you will receive personal satisfaction by being involved with KRCC, but our expectations of you will be extremely high.

## **THE PERSONAL ATTACK RULE.**

A station is subject to this rule if, during a broadcast presentation of views on a controversial issue of public importance, someone attacks the "honesty, character, integrity, or similar personal qualities of an identified person or group." Station editorials are subject to this rule, but legitimate news broadcasts are exempt. If an attack covered by the rule occurs, the station must take the following actions within one week:

- \* Notify the person or group attacked of the date, time, and title of the program on which the attack was made.
- \* Send the person "attacked" a script or tape of the attack, or an accurate summary if either is available.
- \* Offer a "reasonable opportunity" to answer the attack on the air. (The station does not have to allow the attacked individual on the air to respond as long as it reads his response.)

## **STATION EDITORIALIZING.**

The FCC defines an "editorial" as comments reflecting the viewpoints of the licensee of the station. A statement may be an editorial even if it is not labeled as such. For example, if the station manager endorsed a referendum issue on the air, this would constitute a station editorial.

Public radio stations are prohibited by statute (47 U.S.C. 399) from supporting or opposing political candidates but are allowed to editorialize about issues. Commercial stations, which are allowed to support and oppose candidates, come under the FCC's political editorializing rule. Thus if a commercial station has endorsed a candidate in an editorial, the station is required to provide notification of date and time of the broadcast, provide a tape or transcripts, and offer reply time to other legally qualified candidates.

To avoid triggering the equal opportunities rule, the commercial broadcaster may comply with the rule by offering either the candidate or the candidate's representative the opportunity to respond to the editorial. The station must notify the candidate within 24 hours of the editorial, unless the editorial is broadcast less than 72 hours before the election. In this case, the notification must be sent out sufficiently in advance of the broadcast of the editorial to allow the candidates or their representative to respond before Election Day.

# KRCC VOLUNTEER DJ APPLICATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

EMAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ NAME OF FIRM: \_\_\_\_\_

*(please use the back of this page to answer the questions)*

1. Which programs do you enjoy the most?
2. What would you change about KRCC and why?
3. Why do you want to become a KRCC volunteer announcer?
4. What do you hope to gain from your KRCC volunteer experience?
5. Please describe any special skills, talents or previous experience that you think would help us.
6. Describe your musical interests, list artists and bands.
7. How do you think your interests would compliment KRCC's current format?
8. Are you currently a member of KRCC? yes  no
9. If not, why not?
10. Which program, or programs, are you most interested in hosting as a volunteer?
11. Do you have an interest in broadcasting as a career?
12. Would you have any problems with on-air fundraising after you have been shown how?