

## CFUV Volunteer Job Description

**JOB TITLE:** *CFUV Speaks* - Editor

**SUPERVISOR:** Spoken Word Coordinator

### **POSITION SUMMARY:**

*CFUV Speaks* is a live on-air magazine style spoken word program. It involves a team of volunteers working together in distinct roles to produce an exciting program every week! Each program will include one live interview as well as pre-recorded segments. It will run from the beginning of September 2017 to the end of October of the same year. We're seeking volunteers who are interested in gaining or building on interview, editing, broadcast or production skills.

The Editor reviews content produced by the Interviewer and Script Writer, and molds it into a compelling and coherent episode. They tie all of the segments together, curate the music selection and include background and broadcast information.

### **RESPONSIBILITIES:**

- Edits multiple segments and pieces them together with the episode's theme in mind
- Edits interview content, includes transition, music, etc. to produce high-quality podcast segment
- Partakes in Story Meetings to give input on flow/theme of episodes

### **QUALIFICATIONS:**

- CFUV Radio Club member in good standing (ask the Coordinator of Volunteers about this)
- Strong organizational skills and attention to detail

### **TRAINING:**

Spoken word department and audio production training will be provided by staff.

**JOB LOCATION ON CAMPUS:** CFUV 101.9 FM, Student Union Building, RM B006.

### **TIME COMMITMENT:**

- 2-3 hours regular commitment per week, with flexibility for holidays and time away
- Must participate in weekly Story Meetings

### **BENEFITS:**

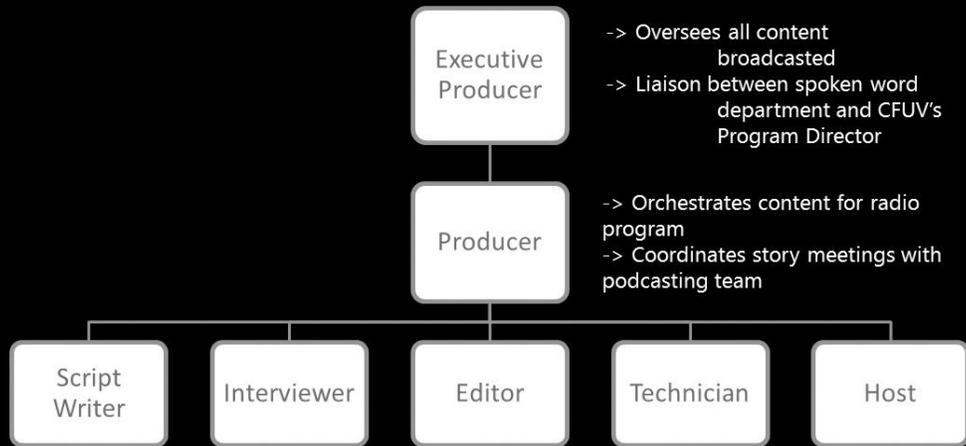
- Access to and training in industry-standard broadcasting equipment/software
- Gain audio production experience in an exciting environment

### **HOW TO APPLY:**

**Please get in contact with our Coordinator of Volunteers at [volunteer@cfuv.ca](mailto:volunteer@cfuv.ca) if you're interested in this position.**

All volunteer positions are filled on a semester basis; volunteers are welcome to reapply for the position, but should understand that they will be re-posted at the beginning of each semester.

# CFUV Speaks Participants



## Script Writer

- Meets with Producer to discuss theme of episodes
- Creates script for podcast segments revolving around episode theme

## Interviewer

- Researches subjects of interest and produces compelling interview questions to ask with help from Script Writer
- Records interviews with subjects of interest pertaining to episode theme

## Editor

- Edits interview content, includes transition, music, etc; to produce high-quality podcast segment

## Technician

- Monitors levels during interviews pre-recorded in-house
- Controls broadcast technology (sound board, digital music, station ads) during live broadcasts

## Host

- Announces program headlines, highlights, and podcast segments on-air
- Interviews special guest on-air