

CFUV Volunteer Job Description

JOB TITLE: *CFUV Speaks* - Interviewer

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.

In collaboration with the script writer, the Interviewer will create questions, then interview subjects for the pre-recorded segments, either in-studio or remotely. If you have good communication skills, and you can identify deeper meaning in the words of others by asking compelling questions, then consider this volunteer position!

RESPONSIBILITIES:

- Conduct interviews
- Partake in Story Meetings to give input on flow/theme of episodes
- Research subjects and produce compelling interview questions (with help from the Script Writer)

QUALIFICATIONS:

- CFUV Radio Club member in good standing (ask the Coordinator of Volunteers about this)
- Strong communication skills
- The ability to think on your feet

TRAINING:

Spoken word department 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

BENEFITS:

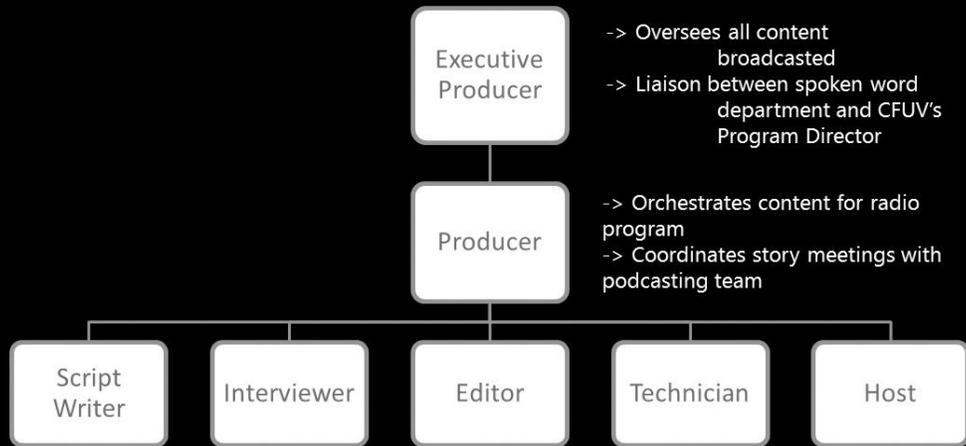
- Access to and training in industry-standard broadcasting equipment/software
- Gain research and interviewing experience in an exciting environment

HOW TO APPLY:

Please get in contact with our Coordinator of Volunteers at 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