

CFUV Volunteer Job Description

JOB TITLE: *CFUV Speaks* - Script Writer

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 Script Writer is the foundation of each of the podcast segments for *CFUV Speaks*. They will conduct research and chase leads. Episodes will cover a variety of segments and the Script Writer ensures that each ties together and becomes one cohesive story. If you are interested in creative writing and the research side of investigative journalism, this is the position for you.

RESPONSIBILITIES:

- Creates script for podcast segments revolving around episode theme
- Transcribe interview audio and indicated important segments for the Editor
- Works with podcasting team's Interviewer to create compelling topics of conversation during interviews
- 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)
- Have a strong interest in research
- Strong management and organizational skills

TRAINING:

Spoken word department training will be provided by staff.

JOB LOCATION ON CAMPUS:

CFUV 101.9 FM, Student Union Building, RM B006. Work can also be accomplished off site, if discussed.

TIME COMMITMENT:

- 2-3 hours regular commitment per week, with flexibility for holidays and time away
- Must meet weekly with *CFUV Speaks* Producer to discuss theme of episodes

BENEFITS:

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

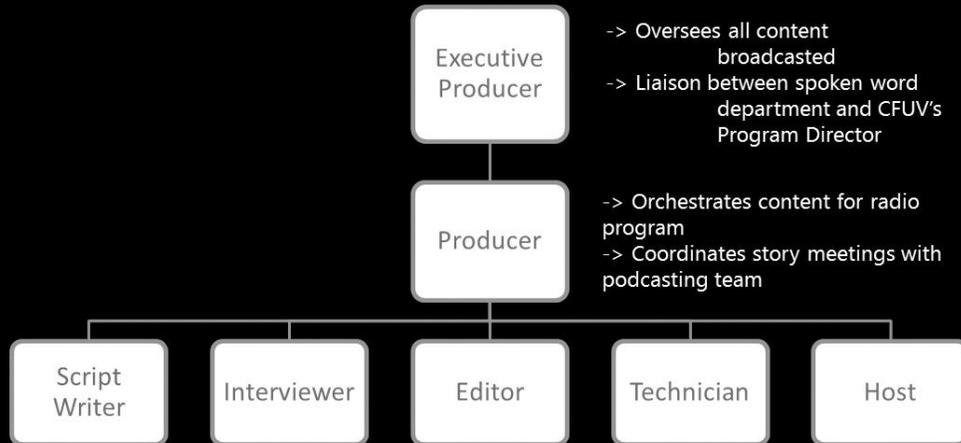
HOW TO APPLY:

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