



**2MCR Macarthur Community Radio
Association Incorporated**

2MCR – Basic Training Manual

Trainees Name

.....

Starting Date (Day / Month / Year)

...../...../.....

Training Officer – Mike Runcorn

6 Week 2MCR Basic Training Agenda

Guidelines for the Training Course

- All students are expected to be at the Station 30 minutes prior to training
- Mode of dress is presentable
- No smoking on premises or alcohol at any time.
- Students should have their own stereo headphones with either a 6.5mm or a 3.5mm connector. **Note** – NOT earphones.
- All students must sign the station visitor book on entry and departure.
- If any student is unable to attend a training session, it is a mandatory requirement to advise the training officer at least 30 minutes before the training is due to commence.
- Swearing or the use of bad language,(On or Off Air) will result in the students training being immediately cancelled.
- No drinks or food to be taken into the studio.
- Students are to ensure that the studio is left in a neat and tidy state.
- Before leaving the training studio ensure all faders are returned to the “off” position and computers switched “off”.
- Last to leave is to follow 2MCR Station “Overnight” procedures.
- RSL Door alarm on exit Press button on external door frame and wait for light on external wall to go green. Failure to do this causes an alarm – Fine is \$160.00
- All students to bring their own note book and pen to record information.

Week-1

- Proof of 2MCR membership

Check students have copies of, or access to, the following :-

- a) 2MCR Codes of Practice,
- b) 2MCR Policies, Aims & Objectives
- c) 2MCR Members Agreement
- d) 2MCR Articles of Association.
- e) Radio "Run-Sheet"
- f) Guide Lines for practicing and rehearsing
- g) Conflict Resolution

All of the Policy documents are available from the station website, at <http://www.2mcr.org.au/policies-procedures.htm>

It is a 2MCR requirement that the items above in a-g have been read and understood.

Aims:

- Encourage correct grammar when speaking, both ON and OFF Air,
- Know how - to operate the CD Players. (and mini-Disk Player if required),
- Know how - to operate the TASCAM Machine to play & record one's Show,
- Know how - to cue & play a record on the turntable,
- Know how - Microphone Techniques & the correct method of each different Microphone,
- Know how - entering the Studios conditions - 2 minutes before & 6 minutes after the news hour,
- Know how – Correct use of headphones, and when to have them on or off your head.

Learn features and operating procedures on the Studio Desk Panels including the PC - RCA Plug-in panel under the desk in each Studio as well as watching your levels.

Learn features and operating procedures to operate the Autoplay system as well as the ZARA Radio systems & how to search correctly,

Minimise the use of "um's, er's, ander's, cos" and "like", etc.

Week-2

- Refresh week 1 and answer any questions
- Practice operating the Autoplay system as well as the ZARA Radio systems & how to search correctly in both.
- Prepare and write a 60 second script for reading.
- Prepare a Run Sheet.

“The Run Sheet” should be followed with correct times of anything that is said as well as anything to be played from any of the equipment in the Studio, preferably at the start, doing so immediately after the National Radio News, with accumulated times in the right hand side column.

The “Run Sheet” should total exactly 30 minutes when completed.

Week-3

- Refresh week 2 and answer any questions.
- Practice operating the Autoplay system as well as the ZARA Radio systems & how to search correctly.
- Practice the students reading their script totalling 60 seconds duration when read.
(The topic is of the Trainees’ choice).
- Use Adobe Edition to show trainees volume levels and breaths gaps.
- Show how to read scripts with / or // or ///
- Practice voice modulation – be entertaining – not boring.
- Instruction on the correct way to take a phone call on the interview line.
- Hand-out “OLD” Basic Test Paper for Trainees to attempt and assess level of training

Week-4

- Refresh week 3 and answer any questions
- Place the News Sponsor, a very short ID or CSA next & the Weather Sponsor into the ADD PLAYER on the AUTOPLAYER COMPUTER Programme
- How to switch over to the other Studio from whichever Studio the Presenter is in and know that they must always broadcast on air from **Studio ONE** etc.
- Station procedures for closing the studios if you are last person to leave. **“Macarthur Overnight”**
- Back-up – Macarthur Overnight Programme – AutoPlayer.

Vinyl Record usage

- Switch turntable to ON
- Release, Select and Place “Stylus” on the track required
- To Play Vinyl
- Bring up Fader (No. 8 T/TBL)
- Announce Track/Artist
- Hit “ON” (RED) Button on Fader (No. 8 T/TBL)

End of Track being played

- Hit OFF Button (Green)
- OR
- Bring Fader (No. 8 T/TBL) DOWN

When finished, ALWAYS

- Return and secure Stylus
- Switch OFF Turntable
- Close Turntable cover

Handout Examiners test paper for trainees to review for week 5

Week-5

- Refresh week 4 and answer any questions
- Practice News Transitions with .mp3 file

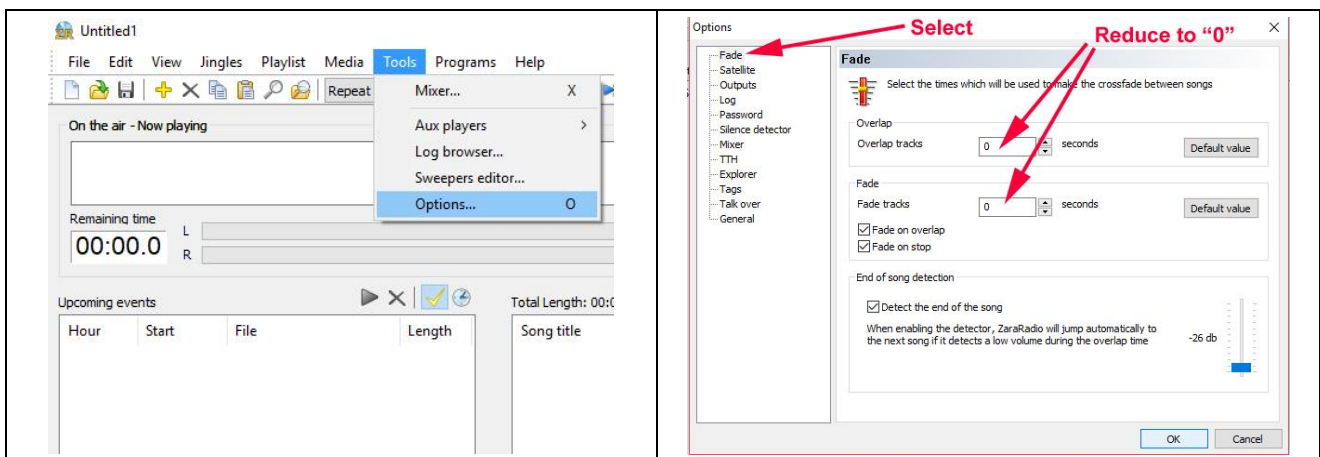
“Macarthur Overnight”

Fifteen minutes before the finish of the last show before midnight, open Zara on the Autoplay computer. On the desktop there are icons for each night of the week which will load 6 hours of programming for Macarthur Overnight.

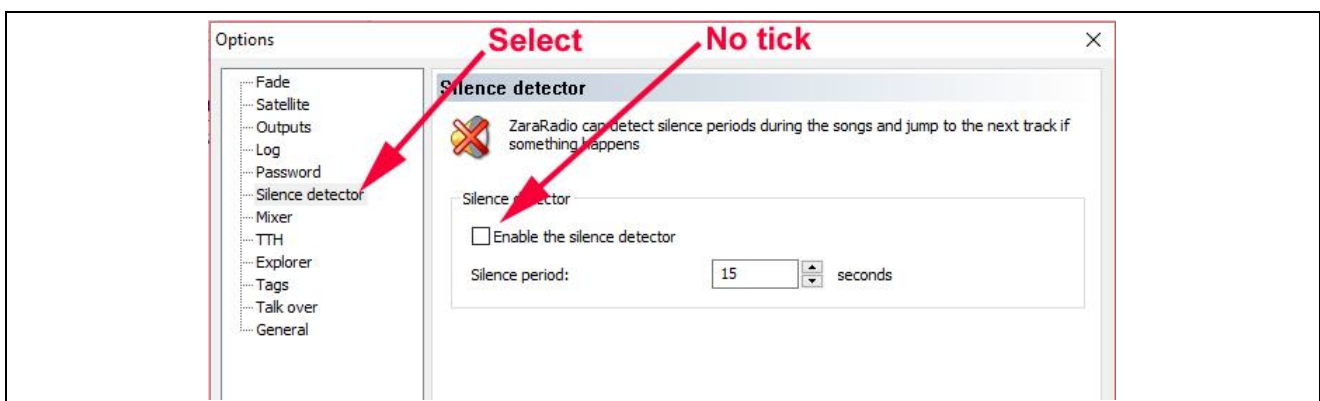
Before selecting the icon for the particular night you need to use, select **Tools** then **Options** from the Zara menu bar.

Fade is the default tab displayed when **Options** is selected.

Pay particular attention to the settings required, **0 fade** and **0 overlap**.



Ensure the silence detector is disabled. Again, if you are not able to do this, ask for help before you need to do it.



Now you have checked the settings required, you can go ahead and select the playlist for your night.

At midnight, commence playing the Zara list.

Week-6

- Refresh week 5 and answer any questions
 - Answer student questions
 - Final practice before commencing the presenters' examination
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2MCR KNOWLEDGE EXAMINATION OF TRAINEE PRESENTERS

Students who successfully pass the Basic Knowledge Exam **Must** ensure that they have a fully qualified presenter with them for at least the first **FOUR** "Live shows" to Air.

Should any student require additional training to meet the competency standards required by 2MCR – discussion with student and the Trainer.

At a date to be advised – presentation of "Competency Certificate"