

Introduction to Audio Production: Listening Session

Goal of this course: This course is designed to follow up with new volunteers and evaluate their ability to make and record sound. By the end of this course participants should recognize some attributes of engaging radio, and feel prepared to begin critically listening to what they produce.

This course also helps to guide volunteers on their “next steps” here at the station by providing information on training paths and volunteer opportunities. Lastly, this course introduces volunteers to some of the guidelines for programmers at KBOO.

Mission Statement

KBOO is an independent, member-supported, non-commercial, volunteer-powered community radio station. KBOO embodies equitable social change, shares knowledge, and fosters creativity by delivering locally rooted and diverse music, culture, news, and opinions, with a commitment to the voices of oppressed and underserved communities.

Vision Statement

GRASSROOTS: KBOO fearlessly strives to deliver powerfully just, lovingly eclectic, vibrantly provocative grassroots content while honoring our growing radical revolutionary legacy.

SERVICE: KBOO commits to providing an inclusive, empowering atmosphere to decolonize mass consciousness with humility and integrity, making a lasting and evolving impact on our communities.

FUN: KBOO embraces a creative climate that emphasizes fun, truth, beauty, joy, peace, love, and justice.

Program Charter:

KBOO shall be a model of programming, filling needs that other media do not, providing programming to unserved or underserved groups. KBOO shall provide access and training to those communities.

KBOO news and public affairs programming shall place an emphasis on providing a forum for unpopular, controversial, or neglected perspectives on important local, national, and international issues, reflecting KBOO’s values of peace, justice, democracy, human rights, multiculturalism, environmentalism, freedom of expression, and social change.

KBOO’s arts, cultural, and musical programming shall cover a wide spectrum of expression from traditional to experimental, and reflect the diverse cultures we serve. KBOO shall strive for spontaneity and programming excellence, both in content and technique.

KBOO's Core Values:

Values that are the essence of KBOO and should remain intact no matter how the station changes

- **Community:** local, accessible, empowering, welcoming, inclusive, participatory, involved
- **Progressive Perspective:** questioning, vital, uncensored, controversial, activist resource, educational, journalistic integrity, reflecting justice, peace, sustainability and democracy.

- **Emotional Maturity:** respectful, honest, fair, positive, peaceful, non-violent, engaging, open
- **Diversity:** valuing, embracing, bridging, listening, understanding, giving voice
- **Leadership:** bold, exploring, independent, cutting edge, responsible, excellence
- **Creativity:** eclectic, traditional to experimental, idiosyncratic, innovative, iconoclastic. evolving, compelling

How does this translate to our programming?

We ask that all programmers at KBOO provide listeners with programming that meets these guidelines. We offer a wide spectrum of news, public affairs, and music that resonates with the many communities we serve. The content of our programs shall serve as a voice and platform for the under-served, rejecting any humiliating, sexist, racist, homophobic, transphobic, or otherwise demeaning content.

Making Compelling Radio

When producing a piece for radio, consider these traits of compelling radio.

- The piece offers an alternative idea or perspective
- It is well produced. This means the levels are constant, and that it sounds professional
- New information is given to listeners that is informative and topical. This includes providing fresh, up to date content
- You are a true host. Guide listeners through your show via letting listeners know what is coming next, matching the emotion of the content, making your theme or topic clear and by creating a welcoming atmosphere
- Having a theme that runs through your show, and letting the listeners know what that theme is
- A good mix of music and public affairs. Using music relevant to the topic, and providing commentary or discussion relevant to the music you play.
- Different points of view are offered and respected
- You connect to the station, other shows, and your wider community. This means being familiar with shows similar to your own, being an active part of KBOO events and membership drives as well as an active participant in the community you are reaching.
- You promote your show through social media, the KBOO website, fliers, etc.

Non-Compelling Radio

These are things to avoid when creating radio content.

- Being inept in the presentation of content. This includes not being familiar with the content, levels being unsteady, obvious mistakes
- Ranting rather than informing. Offering only your opinion, talking too much, having an uneven mix of music and public affairs (ex. 10 minute music break in the middle of a public affairs show, 20 minute rant in the middle of a music show)
- Providing repetitive information or content, having the same guest(s) often

- Lacking a theme or pattern within your content. This includes having a theme but not making it clear to listeners.
- When you are not connected to the station, other shows, and/or your wider community (this comes through in many ways- such as having the same guest/providing the same information as another show because you are not aware of what has already been covered by another program)
- Being disrespectful or rude, losing control of the conversation
- Being distracted, unprepared for the show. An example would be not preparing for an interview, or not making a playlist for your music show
- Discussing technical errors, putting down the station or other programmers

Mistakes, Technical Errors, and Cursing

While we all try to provide quality radio, mistakes happen. A piece of equipment may turn off or break. A guest may show up late, or not at all. Be prepared for emergencies and for the unexpected. If your entire show is pre-recorded onto a CD, have a back up on the computer, a thumb drive, etc. Have the phone number of your guest and check in with them prior to the day of the show.

It is important not to dwell on or point out when mistakes happen. If a song stops halfway through, fade into another song and move on. If a guest does not show, present back up material instead of constantly apologizing that your guest isn't there. A short and professional "now back to our regular programming" or "Unfortunately, _____ is unable to join us today. Myself and ___ will be providing you with ___" is perfectly acceptable, but remember that a couple seconds of air silence is always better than a programmer rambling on air while trying to fix a problem.

If you, your content, or a guest says something not allowed by the FCC it is VERY IMPORTANT not to dwell on it. Do not apologize or point out that an inappropriate thing was said. If needed, drop the caller, fade down the song, etc. This is discussed further in the Legal training course.

Self-Listening with a Critical Ear

One goal of this course is to help each programmer and producer at this station advance. It is important to listen to your own work with a critical ear and notice your areas of expertise and areas for improvement. Archive your work and routinely listen to it. To start, ask yourself "what do I like? What would I do different?" As you become more comfortable listening to your own work, consider how you are meeting the traits of compelling radio.

Provided in this packet is a minute-by-minute breakdown sheet that is used to evaluate programs at KBOO. You may use this for evaluating your own work, or practice evaluating other programs and noticing what traits of compelling radio stand out to you.

Becoming a Programmer or Show Host at KBOO

There are many ways to be a part of this radio station without hosting your own show. Many programs here are run by collectives of people interested in the same topics or ideas. One way

to participate in programming is by joining or working with one of these existing collectives. If you are interested in helping with an existing show, contact the programmer or show personally (contact information can be found online or you can leave a note in a programs mail box at the station.)

If you want to pitch your own idea for a show, you must provide the program director with a recorded sample of your show, as well as a description of your show. To learn more about this process contact Erin Yanke at program@kboo.org.

If you help with or host a show on KBOO you are required to sign a programmer contract. This is a written agreement explaining your duties as a programmer at this station. Many of the expectations of a programmer coincide with the traits of compelling radio. You'll go over and sign this at the FCC training class

Next Steps

Every volunteer who will be on the air at KBOO is expected to take three basic courses:

1. Introduction to Audio Production
2. Introduction to Audio Production Listening Session (this course)
3. Legal Training

You will also be expected to participate in the Beloved Community Trainings. This is constantly evolving, but there is an expectation that you will take at least one class a year addressing issues of equity.

Once you have completed these courses you have many options for furthering your learning. Provided in this packet is a list of courses offered at this station, broken into "learning tracks." As long as you meet the prerequisites for a course you are welcome to take it, regardless of the track it is a part of. If you are interested in taking a class and do not see it offered, contact Erin Yanke at program@kboo.org.

Happy Listening!

*This packet is a collaboration of information from BreAna Loranger , Chris Merrick, Marilyn Pittman, Jenka Soderberg Kathleen Stephenson, Emily Young, and. Erin Yanke
Last Edited August, 2018*