



The Role of the Community Media Volunteer.

Part of the title of our Co-operative is 'Community Communications',

- Our task is to facilitate community identification of needs and the fostering of local initiation of solutions.
- We want to use our media to allow people to act instead of reacting.
- We want to enable people to express themselves on their own terms,
- We want to grow our community, on our terms and in our way, beyond the need for facilitation by any outsider.
- Personal and communal empowerment is our primary objective.

We seek to animate the citizens in community. This is an important aspect of our activity.

This is an entirely different approach to all other media. Other media don't see the process of empowerment as being their remit. We do !

As a Community Media Volunteer, you are here to facilitate real communication across all these media within our community.



In becoming a 'community radio volunteer' you have joined a global movement which is emerging on every continent.

Around the world two types of Community Radio have emerged:

* Special interest: catering for jazz, classical or country music, educational, language or minority interests.

*Geographic community stations: which offer a mix of community development programming, local participation and special interest music. Near FM is in this category.

There is also the Community Radio Forum, CRAOL, which is the national organisation for community radio with almost 30 members.

We are attempting to democratise the communications media. So, part of your task will be to teach people in our community how to become broadcasters/users and help them to use the project for real communication.

How to become a radio volunteer with Near Media Co-op

1. Complete the induction training course; modules include: Introduction to community media, media literacy, Media law and libel, How to use the studios, How to use portable recorders, equipment, Research and Interviewing, Production Values, Running order, How to apply for your own programme.
2. Shadowing - Come into the studio and sit in with a presenter of an existing show to get a deeper knowledge of how a programme is done (max of three times). Check what programme you would like to sit in, check what day and time would be good with you and inform Dorothee Meyer-Holtkamp at dorothee@near.ie who will then contact the presenter and get back to you.
3. Practice on the desk- Come in to practice the desk in studio 3 for playing music, recordings, editing. Check with the studio book at the reception area for available time slots. You can do that by coming in and signing your name into the book or by contacting the reception to book you in for a certain day and time 01.8671190 / reception@near.ie. The studio can be booked for one hour at a time.
4. Apply for your own programme- Fill in a New Programme Proposal (Summary of programme, genre, treatment, what times you are available, what additional help you may need, etc) Once sent back to dorothee@near.ie, it will be forwarded to the Programme committee who will provide you with feedback and we will look for a suitable time slot.
5. Programme agreement and volunteer warranty form - Once both sides (Near Media Co-op and you) have agreed on your programme, a programme agreement will be set up for the initial period of 12 weeks. The committee will review the programme prior to the end of the agreement period. The agreement and warranty form needs to be signed and returned to Dorothee.

6. If you have already been involved in an established programme as a regular guest or as a former staff member, you will still need to complete the training, sign the programme agreement and fill in the volunteer warranty form.

7. Become a shareholding member- We are a volunteer member-led organisation with a fee of a recommended monthly payment of €8 per month (€5 minimum payment). We will send you the Near Media Co-op shareholding and membership forms with our bank details so you can set up a standing order from the month you will start your programme.

Note: While this is aimed specifically at radio volunteers this is also relevant for people involved in other areas of the co-op

Some things to note, keep in mind:

- You can **book portable recorders for compiling recordings** through Alan or Gay Alan@near.ie, gay@near.ie 01.8671190.
- Check if there is somebody assigned to do **studio duty** on the day you are recording/presenting your programme/segment if you need assistance.
- After you have agreed to do a programme you need to sign the **programme agreement**. Usually slots are given for 13 weeks initially. You can apply for a 30min or 60min or 90min programme.
- Prepare a **promo** in order to let other people know about your new programme. Alan can assist with the promo: alan@near.ie.
- Promote your new programme in the newsletter which is sent out regularly
- If you'd like some assistance with designing a flyer or poster for your programme, get in touch with Dorothee, dorothee@near.ie
- Keep a **running order** of each programme and send it to the reception, the receptionist will archive it: reception@near.ie.