



“Power to the People: Media for Social Change” Introductory Programmer (Level 1) course outline

TRAINEE NAME (Print): _____

SIGNATURE: _____

DATE: _____

This outline covers the requirements for completion of **Level 1** training for KRDP Community Radio volunteers who are interested in becoming producers of short-form content for the station, such as promos, public service announcements, interviews, and news pieces. **LEVEL 1 is a two-day intensive course covering the skills needed to record, edit, mix, and normalize audio pieces for broadcast.**

Pre-requisites:
 Completion of New Volunteer Orientation / Sustaining monthly donation of at least \$5/month **Donation page:** <https://listen2krdp.com/donate/>
Register online at <https://www.trackitforward.com/site/56346/events>

Session		Description	Day	Start Time	Duration	Instructor Initials
1.1	Community Radio History, the FCC, DMCA, and Other Media Regulations	A review of the history of community radio in the U.S., along with an intro to the U.S. Federal Communications Commission (FCC), the Digital Millennium Copyright Act (DMCA), sponsorship, and related laws and regulations governing over-the-air and streaming media.	0	ONLINE	2 hours	
1.2	Trauma Informed Approach	A review of the organization framework to create a trauma informed community of resilience. Includes an exercise in communication using the Celebration Circle to address the effects of stress and adversity on the body and our community.	1	10am	1 hour	
1.3	Studio Operations	A review of our studio rules, the equipment contained in each studio, and how to properly use our equipment for production.	1	11am	90 min	
BREAK		<i>Trainees can eat a meal, relax, and review what they learned.</i>	1	12:30pm	1 hour	
1.4	Audio Production and Interviewing for Radio	A review of how to set and mix audio levels, proper microphone placement, and strategies for troubleshooting problems. We also cover how to record, save, edit, mix, and normalize audio files for broadcast on radio. We discuss how to properly read broadcast copy, basic journalistic principles, and best practices for producing an interview for radio. The session ends with trainees producing a 10 second legal ID, and observing a radio interview.	1	1:30pm	90 min	
			2	10am	2 hours	
BREAK		<i>Trainees can eat a snack, relax, and review what they learned.</i>	2	12noon	1 hour	
1.5	PCA & RP Resources Review	An intro to the Phoenix Center for the Arts (PCA), our sister tenants, and the building’s emergency action plan. We also review station resources such as our website, the “Staff/Volunteer Login” area, how to reserve studio time, how to log volunteer hours, and the City of Phoenix security clearance process.	2	1pm	2 hours	