

Contribute!

To Atmosphere, Top 30, and Radio Active at CHUO 89.1 FM

CHUO 89.1 FM is the community radio station broadcasting out of the sub-basement of the Morisset Building at the University of Ottawa. All our shows are run by volunteers, and we are looking for new contributors for some of our shows.

Atmosphere and **Top 30** are both music flow shows. Atmosphere airs Monday to Wednesday and Friday every week from 9am to noon. It features an eclectic mix of music from a variety of genres and focuses on emerging and independent musicians. Top 30 is a weekly broadcast which features the station's chart topping new releases. Together, they showcase the station's musical identity.

Radio Active airs Monday to Friday from 1 to 3pm. Its musical selection emphasizes new releases—especially from local or Canadian artists—and is supplemented by a wealth of content segments such as interviews, live performances, local concert listings, premieres of brand new independent releases, and highlights from the station's other shows.

All three shows are produced collaboratively. Hosting an hour and guiding the listener through the hour, scheduling music, scripting and/or voicing segments, recording interviews, and operating the sound board are only some of the jobs you could take on, and we encourage you to try your hand at all of them.

Rest assured: **CHUO provides trainings** for all of these (see the back of this flyer); all skill levels and ages can apply. You'll gradually learn the ropes by completing such tasks as producing a station ID, processing new music releases, or operating the sound board during a pre-recorded session.

Sound good to you? Head to <http://chuo.fm>, click on **Departments > Get Involved!** Fill out the contributor form and sign up for an interview with a CHUO staff member! Feel free to email radioactive@chuo.fm to learn more!

Benefits of contributing to CHUO 89.1 FM

- Access to technical training, professional broadcasting and recording equipment, and CHUO's extensive music library
- Music industry, public speaking, and journalism skills
- Learn about and engage with Ottawa's independent arts and music communities

CHUO 89.1 FM

TRAINING FLOW

1. Welcome to CHUO!

Once you've met with a CHUO staff member about your interests at the station, you'll be invited to partake in an orientation session, where you'll learn about the station's history, CRTC license, finances, community, and take a tour of our space. After the orientation, you'll be able to log into your Better Impact account and sign up for the introductory training in any category!

- 1.0 New Contributor Interview
- 1.1 Orientation

2. Music Department

Love discovering new music? Making mixtapes? Then contributing to CHUO's music department is for you. You'll become well versed in the station's various libraries, curation strategies, and get the chance to create on-air playlists for Atmosphere and Radio Active.

- 2.0 MDDb & Playsheets
- 2.1 OMT & Library Upkeep
- 2.2 Scheduling Music
- 2.3 Process Music Submissions
- 2.4 Artist & Label Outreach
- 2.5 Compile CHUO's Weekly Tracking Email
- 2.6 Submit CHUO's Top 30 to !earshot

3. Hosting

Engaging the audience and guiding them through complex stories, events, ideas, interviews, and music is the host's role. Sign up for activities in this category to learn about research, writing, speaking for radio, and finally, get on-air.

- 3.0 Write and record a Station ID
- 3.1 Create a Segment
- 3.2 Pre-record an episode of Top 30 or a block of Atmosphere
- 3.3 Host Radio Active

4. Board Operation

Board Operators are the brain centre of every program. Playing and transitioning between music, advertisements, imaging, and spoken word, making sure hosts and guests are heard loud and clear, all while ensuring the show sounds smooth and professional.

- 4.0 Console training
- 4.1 OMT - The basics of CHUO's on-air system
- 4.2 Board Op During a Production Session
- 4.3 Show Test Run
- 4.4 Tech for Top 30, Atmosphere, or Radio Active

5. Production

The majority of content--advertisements, promos, PSAs, etc., etc.--are produced in-house by CHUO's production team. Want to become a production expert and learn all about the software, equipment, and techniques used to produce the best sounding content in the city? Look no further.

- 5.0 Microphone Techniques
- 5.1 Handheld Recorder 101
- 5.2 Adobe Audition & Audacity
- 5.3 Advanced Radio Production

6. Social Media

One way CHUO transcends the traditional notion of a radio station is online communication. CHUO and its numerous programs connect with audiences using Facebook, Twitter, and Instagram, and also share on-air content on platforms like Mixcloud and Soundcloud. Become a member of the social media team to help manage these pages and create content for them.

- 6.0 Social Media Orientation
- 6.1 Shadow Session
- 6.2 Post Scheduling and Regular Posting
- 6.3 Digital Content Uploading