KPSQ-LP 97.3 FM VOLUNTEER OPPORTUNITIES

Please indicate how you would like to help by checking the boxes, circling specific tasks, and entering a brief comment describing your interest & experience for each section checked. You need not be expert in areas of interest, project leaders will provide you with background info and guidance to help you get started, a great way to increase knowledge and skills. We’ve changed this form, so even if you have volunteered before, please fill this out.

Name ___________________________ Date ____________
Address ___________________________ City _____________ State ___ Zip _________
Phone ___________________________ Email ____________________________

Type or print clearly. If we can’t read your email address you will miss important.

☐ Fundraising
- Planning fundraisers and music benefits, seek out underwriters, develop donor base, assist at events, develop crowd funding campaigns, grant writing and research.

☐ Events
- Tabling at events, hospitality, food plan and prep, phone calling, set up and tear down, hauling. Provide event materials, serve as emcees and presenters.

☐ Supporters & Database
- Keep in contact with supporters via email, phone calling, social media, website. Maintain database of donors and volunteers. Match volunteer skills with station activities, orient new volunteers and get them involved in the station.

☐ Music Library
- Research subscription services, seek music donations, contact record labels, subscribe to music charts, CD Ripping, digitizing music, cataloging music in library and for automation system.

☐ Studio & Broadcast Technical
- Equipment maintenance, purchase, repair. Ensure equipment and procedures comply with FCC regulations. Maintain FCC required tests, logs, & station procedures manual, assist producers as Audio Engineer.

☐ Office & Bookkeeping
- Keep station and FCC documents organized and available, clerical, supplies, bookkeeping and accounting, assist with budgeting, legal counsel, maintain professional and organizational contacts.

☐ Studio Staffing & Scheduling
- Keep the studio open, organized, clean and well supplied. Greet visitors, assist programmers, perform tasks in music library and elsewhere. Schedule production studio reservations, insure traffic logs, playlist, and underwriting documents are available and updated by broadcasters.

MORE ON THE REVERSE SIDE
Computers & Automation System
Windows and Linux, installing and maintaining computer software and hardware. Radio Automation installation and management, Linux and Rivendell, Live Streaming and Mobile applications.

Production
Produce Station IDs, Promos, Underwriting spots, PSA’s. Producers for First Song Contest show. Assist other producers by serving as audio engineer. Assist on remote broadcasts, short-form programs, news teams, Youth Radio. Talents needed: technical, voice, writing, hosting time slots for part time producers.

Web Site & Social Media
Web site design including Streaming Players, Schedule Calendar, Donation page, podcasts, more. Provide and edit content, perform website maintenance. Experienced web designers, beginners, editors, content creators, graphic designers. Update & coordinate content on Facebook, Twitter, etc.

Graphic Design & Public Media

Instruction
Teaching Classes in studio equipment use and maintenance, audio editing (Audacity), FCC regulations compliance, Interview skills, how to do local news, “On Air” mentoring, Youth Programs mentoring.

Studio Design, Equipment Selection, and Construction (FUTURE OPPORTUNITY)
Construction will begin on the future Broadcast Studio after we are on the air and sufficient funds have been raised. When completed, the current studio will be utilized solely as a Production Studio. For design phase, audio recording knowledge and especially RADIO studio experience is helpful. Carpentry, electrical, equipment wiring, on air lights, cabinetry, testing, handyman stuff, SCROUNGING!

Give us some idea of your availability:

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OTHER / ADDITIONAL COMMENTS: