

Volunteer Radio Show Host

JOB DESCRIPTION

With CNW's 'Catching Up With Community' Radio Show on
Wellington Access Radio
(Fortnightly, Wednesday at 1:30pm)

- Contact interviewees that have been booked through the CNW Coordinator
- Help with finding interviews with people on topics relevant to the social service sector
- Google the organisation to have knowledge on what they do/services they offer etc to help with the flow of conversation on the show
- Have an initial conversation with the show participant explaining the process and give info about time required and clarify what they will be talking about.
- Liaise with interviewee to find out any specific topics/events/questions they want to cover (this is the organisation's chance to share their mahi and what's 'top of mind' for them, and as interviewer you want to ask questions that allow that to happen)
- Write questions for the interview.
- Check back with them before you go to air to confirm interview questions and answer any queries they may have.
- Record the show - usually prerecord. You will need to contact and book a slot with the Radio Access staff or do a live to air show with an interviewee/s.
- Shows are 28 minutes but allow a full hour to meet and settle your guest and set up before the show goes live.
- Share it with any networks you think may be interested. The programmes are placed on the website and are downloadable so make sure the guest has a copy and knows when it will air.
- Write an advertising blurb (a couple of sentences) about the show and send to CNW Coordinator to include in CNW publications, website and Facebook.

Around 2-3 hours per show with:

- Organisation research
- Initial Contact
- Writing questions
- Follow up & arranging recording time
- Meet and recording at studio