**Oklahoma Studio Volunteer Opportunities**

**Audio Editor**

The Audio Editor works at a computer, visually following along with the print copy while listening to the recording.  The Audio Editor identifies mistakes in the recording and locates them by looking at the sound waves on the computer screen while listening to the audio, and removes repeated sentences and other extraneous noises from the recorded file.

Basic Requirements

* Good vision and hearing
* Exceptional listening skills
* Windows-based computer skills
* Understanding of basic file management
* An ability to correlate visual and audio input
* Comprehensive understanding of and fluency in the English language
* Attention to detail

**Reviewer**

The Reviewer works at a computer, visually following along with the print copy while listening to the recording.  The Reviewer is essentially the last quality check of the edited file, making focused attention to detail crucial for this position.

Basic Requirements

* Good vision and hearing
* Exceptional listening skills
* Windows-based computer skills
* Understanding of basic file management
* An ability to correlate visual and audio input
* Comprehensive understanding of and fluency in the English language
* Organizational skills
* Ability to communicate effectively when changes need to be made

**Monitor**

The Monitor is the director of a recording session.  The Monitor and Narrator work directly together to create a recorded file.  The Monitor has several very important jobs, including operating the recording equipment, ensuring that the Narrator’s delivery is accurate to the text, and communicating to the Narrator when a change is needed.

Basic Requirements

* Good vision and hearing
* Exceptional listening skills
* Windows-based computer skills
* Understanding of basic file management
* An ability to correlate visual and audio input
* Comprehensive understanding of and fluency in the English language
* Ability to catch inaccuracies in the words spoken, pronunciation, inflection, timing, delivery energy, etc. that do not adhere to the author’s intent.
* Ability to effectively communicate with the Narrator and to clearly suggest changes when needed.
* Strong research skills
* Thick skin!  This is not for the faint of heart.  You will be working directly with another individual, and at times may be required to correct that person’s delivery accuracy, pronunciation of a word, etc.

**Narrator**

The Narrator is more than just a pleasant voice.  The Narrator is the bridge between the author and the reader, and it is crucial that they deliver the spoken text with accuracy, energy, and confidence in a clear, conversational manner that adheres to the author’s intent.  Successful Narrators not only enjoy reading or have great voices: they possess an ability to effectively *speak* written text.  Volunteers interested in Narrating are strongly encouraged to listen to audio books to get a sense of what speaking a book entails.

Basic Requirements

**Narrator**

* Good vision and hearing
* Exceptional listening skills
* Windows-based computer skills
* Understanding of basic file management
* An ability to correlate visual and audio input
* Comprehensive understanding of and fluency in the English language
* Coachability—a willingness to accept constructive criticism and incorporate suggestions made by the Monitor
* Ability to learn to pronounce new words, or learn alternate pronunciations of words
* Strong research skills
* Ability to commit to the project until it is complete-unlike the other positions, the Narrator cannot be replaced in the middle of a project.
* Thick skin!  You will be working directly with another individual who will be analyzing every word you say and how you say it.  You must be willing to accept correction, and to manifest the changes suggested by the Monitor
* Experience as an Editor and/or Monitor
* Experience listening to audio books

Additional Requirements for Narrators

* Voice free of any heavy accents or distracting characteristics such as excessive lip smacks and other oral or guttural inferences
* Ability to convey the sense of the text, and the appropriate emotional levels of the text
* Ability to use such speech art skills as emphasis, inflection, phrasing, stress, timing, and others to distinguish narrative from dialogue, characters from each other, etc.