

Arizona Talking Book Library

New Volunteer Placement and Training Manual

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Introduction

All new Studio Volunteers must be trained on the specific activity they will be performing. The Studio Manager is responsible for providing the necessary training.

General

1. The Volunteer Coordinator sends the prospective Volunteer an email about a start date and training within a week of their acceptance.
2. The amount of training required will depend on the Volunteer Role and the level of experience the Volunteer may have related to that role. The Studio Manager schedules two hour training sessions with the Volunteer. The number of sessions will depend on the specific activity and the Volunteer's level of experience.
3. Provide new Volunteers with an overview of what, how, and why the Studio operates. Follow their lead regarding the direction of the discussion. This will help assess their suitability for the various studio volunteer roles.
4. All Volunteer training should include basic safety information for the Library such as evacuation process, gathering points, etc. In the event of an evacuation, the Studio Manager is responsible for verifying all Studio Volunteers are out of the studio and at the gathering point.
5. Provide an orientation tour of the Studio and areas where the Volunteer will be working. Point out the restrooms, breakroom, water, coffee, refrigerator, etc. If an existing Volunteer is changing roles, for example going from reviewer to narrator, it may be helpful to have a reorientation tour specific to their new role so they know where everything is.

Narrator Training

1. The training begins with the Trainer discussing any areas for improvement that were evident in the audition. The Trainer and the Volunteer discuss examples of corrections and ways to improve their reading.
2. The Studio Manager reviews all of the information in Narrator Manual with the Volunteer. This includes the following items.
 - a. Reading guidelines
 - b. Preparation ahead of recording
 - c. Warming up vocal cords
 - d. Set up the recording booth
 - e. Quality expectations
3. After their training, the Recording Team will be assigned a small project such as recording the Library newsletter to give them a chance to try out their new skills.

4. When the Studio Manager feels they are ready, the Recording Team and Studio Manager will select a book to record for addition into the library system.

Director Training

1. The Studio Manager reviews all of the information in the Director Manual with the Volunteer. This includes the following items.
 - a. How to use the Hindenburg software
 - b. Reading guidelines
 - c. Preparation ahead of recording
 - d. Recording Team paperwork
 - e. Set up the recording booth
 - f. Conduct a sound check
 - g. Quality expectations
 - h. How to edit the recording
 - i. Production board
2. After their training, the Recording Team will be assigned a small project such as recording the Library newsletter to give them a chance to try out their new skills.
3. When the Studio Manager feels they are ready, the Recording Team and Studio Manager will select a book to record for addition into the library system.

Reviewer Training

1. The Studio Manager reviews all of the information in the Reviewer Manual. This includes the following items.
 - a. How to use the Hindenburg software
 - b. Reviewer's paperwork
 - c. Recording team paperwork
 - d. Quality expectations
 - e. Production board

Script Preparation Training

1. The Studio Manager reviews all of the information in the Script Preparation Manual. This includes the following items.
 - a. Script templates
 - b. What to include in the script and how to determine heading levels
 - c. How to note what to read in the book

Post Production Training

1. The Studio Manager reviews all of the information in the Post-Production Manual. This includes the following items.
 - a. How to use the Hindenburg software
 - b. Metadata
 - c. Navigational markers
 - d. Exporting and protecting files
 - e. Testing files in a player

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