



# **VOLUNTEER GUIDE**

*(Everything you've ever wanted to know about getting involved with CKUT)*

**RADIO CKUT 90.3FM**  
3647 University  
Montreal, Quebec H3A 2B3  
514.448.4041  
[www.ckut.ca](http://www.ckut.ca)

**McGill** has a lot to offer, as I'm sure you're realizing. There are clubs to join, parties to attend, lectures to listen to, books to read, exams to write, buildings to explore, drinks to drink, etc. Wading through all of these options and trying to balance everything is difficult but have no fear, CKUT understands that. You are holding a convenient guide to McGill's very own radio station. If you forget everything that happens to you during your first few weeks in Montreal (hey, it happens) put this handbook in your sock drawer and when you finally get around to doing laundry you can read through it while you're waiting for your clothes to dry.

The first thing to remember is that we're here for you! CKUT is here to give a voice and ears to campus media. We are also a locus of the Montreal community. Getting involved with a campus-community radio station really lives in the hyphen between campus-community. Whether you're looking for insight into the city you live in, a place to learn new things, or a way to strengthen the McGill community, CKUT has you covered.

Do you love music? Are you interested in sound? Do you want to learn about how radio is made? Do you want to make radio? Do you want to promote your club, event or campus group? Are you interested in journalism? Do you love meeting new and diverse types of people? Are you interested in current events? McGill events? Montreal events?

If you answered yes to any of those questions, keep reading! We're CKUT 90.3. Let us introduce ourselves...

**W**elcome to the coolest place on campus, well worth the climb up the hill.

A little history for ya...

Radio McGill was a student club formed back in the '40s until it was finally granted an FM license from the CRTC in Nov. 1987. It's the real deal, sitting pretty on the left of your radio dial at 90.3 FM, beaming out to the greater Montreal area, reaching as far south as the U.S. border and as far north as the Laurentian Mountains. We know this because Industry Canada gave us a map showing us the radius of our signal. We believe it because our late night hip hop shows get fan mail from Upstate New York Correctional Facilities and farmers from Trois Rivieres drive down in their pick up trucks to show their support for our Acadian music show. This just to illustrate that the signal is wide, the audience vast, and the programming varied.

We broadcast 24-7, 365 days a year. From the moment the broadcast signal was switched on in '87 we got behind the mic and haven't shut up since (except for the infamous forced holiday of Ice Storm '98). Other than this it's been yammer yammer, rey-rey, blah-blah-blah, 'bout this/'bout that, 'bout big issues, 'bout little issues, 'bout what's happening around the corner, what's happening around the world. All mixed in with plenty o' tunes. Epic tunes, pop ditties, ear-splitting speed metal, bouncy soca, phat beats, laptop electronica, math rock, post rock, new country, dancehall, compa, salsa, chutney, souffi, raga-ragga, g-funk, Miami bass, old-skool, jungle, trip hop, hip hop, be-bop,

dub, ska, free jazz, klezmer, zouk, ambient, new wave, no wave...(pewh!)

The transmitter is the engine, the programmers are the fuel, and those of us who work here do a lot of shoveling. We shovel contacts, communiqués, CDs, telephone calls, emails, workshops, discs, and meetings. We also direct traffic. CKUT is a freeway with engine-checking pit stops (Programming Committee/ policy book/ rules and regulations) and money-gathering toll booths (funding drive/ advertising). We try to move quickly, pick up lots of passengers, and keep the pollutants and road kill to a minimum. It's a high traffic area with artists, community groups, activists, and eccentrics passing through. So, look both ways before crossing, put on your training wheels and be sure to pick up hitch-hikers.



## The hitchhikers and the chauffeurs

**Volunteers:** there are approximately 300 volunteers passing through CKUT all of whom make up our programmers, hosts, producers, djs, journalists, technicians, librarians, musicians, poets, van drivers. You can meet the volunteers at the station, social events, the annual general meeting or just call them while they're on the air: 514-448-4013.

**Staff:** a handful of paid staff work at the station to coordinate all the behind the scenes work that isn't too glamorous but is crucial to keeping the station on the air. We are here to steer this crazy mother and to help you on your way:

<b>Who?</b>	<b>Who??</b>	<b>Oh!</b>	<b>Aaaah!</b>	<b>Drop in, say hi</b>
Louise	Sales Coordinator	x4975	sales@ckut.ca	by appointment
Nicole	Funding/Outreach	x8991	funding@ckut.ca	Tuesday 3-6
Joni	Music Coordinator	x0842	music@ckut.ca	Thursday 12-3
Elena	Production	x2545	production@ckut.ca	by appointment
Aaron	News Coordinator	x6788	news@ckut.ca	Monday & Friday 12-1
Tamara	Arts & Culture	x2593	culture@ckut.ca	Tuesday 12-3. Friday 3-6
Johnny	Accounting	x5104	accounting@ckut.ca	by appointment

## Iwannashow

I want a show I wanna show iwannashow

Take a deep breath, getting a show on CKUT takes a lot of time for two reasons:

1. you have to get yourself trained, prepared and focused
2. there are only 24 hours in a day

### What can I be?

**Producer:** responsible for putting a show together, i.e. making sure that there is quality content on the show, making sure the show flows, making sure that the show fulfils its mandate, recruiting for the show, etc.

**Contributor:** provides short pieces on a regular basis, either pre-recorded or live, to one or more music and/or spoken word shows.

**On-Air Technician:** the unsung hero of every show, putting live and pre-recorded voices, music and sound effects over the airwaves; master of the console and all the attached equipment (recording software, cd & md players, cassette decks & reels, phone patch, and mics). The technician is also responsible for filling out the program logs.

**Production Technician:** a rare and highly-prized specimen (full grown) that is able to use our production studio to record live & phone interviews, edit, mix and add the special effects that elevate a show to the next level. Any curious person can develop into one of these - all training is provided by the station, all we ask is that you can be available to help other programmers once you've been trained.

**Sound-brarian:** sort of a librarian, but for sound! Sound-brarians get to process, sort and catalogue all the outrageous music CKUT receives from independent artists and distributors.

**Sound Artists:** mess 'round with sound. tell some stories through it, bathe in it. In digital and analog formats.

**Promo Team:** messengers who spread the good word about our shows, events, funding drive and existence. We need volunteers unafraid to walk'n'talk CKUT. Help us put on events and make connections to the campus and community.

## Training

First thing's first: what exactly does "getting trained" mean? There is a lot to learn and what you need of it depends on what you want to do. Also, *anybody who gets should give*. Everybody here is a volunteer, including the salaried folk. In that spirit, sharing your skills with others is essential to keep CKUT plump and full of it (knowledge, that is). Everybody has a trick they can teach, and if you don't, we'll teach you a few, and you can teach others and they can teach others...

### **Station Tours**

What? Get a tour and learn the basics about how we do it.

When? The 1st Thursday of every month at 12, 3, or 6pm (and every Thursday in September and January)

Who? All staff and some volunteers facilitate orientations.

No need to register, just drop by!

### **Volunteer Information Session**

What? Come get a more in-depth look at each department.

When? Once or twice a month.

Who? A staff and volunteers facilitate orientations.

Took the tour and want more?

**Training: Workshops**

What? Occasionally we throw down for all the CKUT peoples, with workshops on program formatting, DJ and interview skills, mic techniques, production and field recording tricks, researching music and news, fundraising, broadcast regulations and much more.

When? Keep your eyes peeled for notices up around the station and in CKUT's member newsletter!

Who? All staff participate in Training Days, and we also recruit experienced volunteers and professionals from outside the station to pitch in.

## What kinds of shows?

### ARTS & CULTURE

**All Things McGill** (Mondays 11-12am) - McGill students in-house show covering local and student events, concert listings and controversial campus news. Guest student DJ spots, interviews with student bands and conversations with cool professors. Students are encouraged to add their voice to the team. This is a fantastic way to get involved!

**Radio Is Dead** (Mondays 2-3pm) - Open to any one interested in the creative possibilities of radio. Come revel in exploring the sonic possibilities of the production studio, building noise-making gadgets, producing nonsensical and ear-altering sound pieces and altering the soundscape of our mental environment.

**Legal Ease** (Fridays 11:00-12:00) – If you're interested in talking legal issues this is the place for you.

**Voices of Montreal:** (Thursdays 2-3pm) - Several collective shows on monthly rotation.

**Transistor radio:** Radio by and for the trans community. Features music, arts, and discussion.

**Radio Moon:** Programme produced by the members of the Forward House. Focuses on issues surrounding physical and mental health.

**Out of Lines:** A new programme dealing with all aspects of visual arts in Montreal with focus of alternative art events, spaces, and collectives.

**The Morning Afters** (Weekdays 7-9am): Coverage and commentary of local and global music, culture, community events & news. Interviews, audio art, editorials, book reviews, rants and more. Always seeking new hosts, producers, contributors and short order cooks.

**Monday:** HIV/Aids Collective. in collaboration with Concordia School of HIV/AIDS studies.

**Tuesday:** Dragon Root Radio. Issues of gender, gender violence, sexuality and the ways they are lived out in today's society from the social justice perspective, in collaboration with Concordia's Dragon Root Centre for Gender Advocacy.

**Wednesday:** Film Collective. For all you cine-maniacs out there: watch films, discuss them, do interviews

**Friday:** Under the Weather. Environmental radio focusing on climate justice, food sovereignty and more.

**Soul Perspectives** (Tuesdays 7-8.30pm) - Passionate discussion and debate highlighting the full breadth and depth of the Montreal Black experience.

**Ecolibrium** (Tuesdays 11-12am) - Airing ecological questions, green news, and environmental soundscapes.

**Café** (Fridays 6-7pm) - For those wondering what to do with their weekend, café offers interviews with local artists and coverage of happenings, gallery events, festivals and music shows around town.

**Hersay** (Wednesdays 6-7pm) - CKUT is always looking for contributors to explore women's issues and stories from the role of women in Nepal to mothers breaking down breastfeeding, to raging grannies speaking against injustice to spotlights on women artists and innovators. Collectives include OWL (Older Women Live), In the Motherhood, Spitfyah! and AudioSmut.

*to get involved with any of these programmes or to pitch us a segment of your own, contact Arts & Culture at [culture@ckut.ca](mailto:culture@ckut.ca)*

## NEWS

**Off The Hour** (5-6pm) - Media activists find their home at CKUT's flagship news program. You can talk news "Off the Hour" in english or en francais with En Profondeur on Mondays.

*for more info call 514-448-4041 x6788 or email [news@ckut.ca](mailto:news@ckut.ca)!*

## MUSIC MUSIC MUSIC MUSIC

CKUT's music shows span all genres, styles and eras, with a focus on the inspiring and the under-heard. Though the grid is packed to the brim, as they say, we are always open to new proposals and ideas, and have a number of programs that are always looking for new contributors. Here is a quick sampling--a drop of water, if you will, in the veritable sea of music programs here at CKUT:

**If You Got Ears** (Wednesdays 12-2pm) - A weekly dose of the out-there-est music, hosted by an eccentric collective seeking new freaks to co-mutate.

**Jazz Euphorium** (Wednesdays 8-10pm) - Focusing on jazz, both standard and free, hosted by a rotating collective of

volunteers that is ever evolving and expanding.

**Montreal Sessions** (Tuesdays 3-5pm) - Every month a different local musician, label, organization, dj, mc, or sound artist takes the helm of this weekly 2-hour program, sharing live performances, favourite music and provocative interviews.

**New Shit** (Mondays 3-5pm) - The music dept's weekly show focuses on new releases and artists passing through town. A training ground for on-air technicians and a show that is always open to input from new contributors!

**Underground Sounds** (Mondays 8-10pm) - Showcasing the best Canadian independent music.

**Venus** (Thursday 12-2pm) - Uprooting musical gender bias to the far side of the scale and turning it to 11--from Riot Grrrl to garage to grunge to pop and everywhere in between.

**World Skip The Beat** – Music from every corner of the globe, brought to you by a collective of volunteers from all over. If you have an interest or special knowledge in traditional music from parts far and wide, let us know!

*questions? contact Music at 514-448-4041 x0842 or email [music@ckut.ca](mailto:music@ckut.ca)*

## **Resources!**

### **The Music Library: a world of wonders...**

#### **Stage 1**

The station receives music from independent artists and distributors who wish to have their releases played on CKUT and kept as part of the station's permanent collection. The Music Department may also solicit promo copies of albums on behalf of the library. The station receives upwards of 150 CDs per week from around the world and there are over 78,000 releases in our permanent collection!

#### **Stage 2**

Submissions are separated into listening stacks to be reviewed. If it is approved, it is entered into the database.

#### **Stage 3**

Music is processed, using info from the database, according to the detailed classification system established at the station. Intakes are given codes, labels, and marked for identification. Once the music has been processed, it is filed on the New Release shelf in the on-air studio, MCR.

#### **Stage 4**

After 3 months, releases are re-evaluated and moved to their final resting place in the main library, where music is also categorized alphabetically by genre.

#### **Stage 5**

The music library is a resource for all CKUT programmers, but there are a few rules. First: it is NOT a lending library! No CDs or records can leave the station. If there is something you want to hear, use the listening room located in the library.

Return music WHERE IT CAME FROM so that other volunteers can find it and enjoy it again! Re-file all music in its proper place alphabetically, categorically, and chronologically (new releases in MCR, older releases in the library).

Return Lock Up discs to the Lock Up cabinet. Use the handy yellow place-holders in the library to mark where you took a CD, so you can remember where to put it back!

## **The Archives**

### **What are the archives?**

CKUT's archives are an inventory of some of our best programming from over the years. Since 1992, we have been building and refining these archives. If you own any vintage CKUT material, bring it in so we can store it! Archives that are stored on Reel-to-reel or Minidisc are digitized and made available to all volunteers at CKUT. For more information, contact Marc at 448-4041 ext.2545 or [production@ckut.ca](mailto:production@ckut.ca).

### **Where are the archives?**

Reel-to-reel tape archives previously kept at CKUT have been restored and transferred to digital files. A large black binder on a shelf in the production studio contains archived material on CDs. The station's server contains an "archived on CD database" with all titles available on CD, their duration, a brief description of content and the original date of recording.

### **Does programming get archived?**

Yes! Every show that airs on CKUT is archived in MP3 format online for 3 months. Check out the grid under the "Programming & Archives" section on the main website.

## **The Volunteer Room**

Welcome to the volunteer room: admire the posters, read some independent news magazines, use the computers - it's all yours!

### **The Computers**

Computers are outfitted with sound editing software, so if the studios are booked up and you're in a pinch, slide into one of the available seats and make radio magic. The studios are still preferable for sound projects, but for minor touch-ups, the volunteer room is yours.

### **The Coffee**

Take some. Make some. Wash your own cup.

### **The Magazines, Newspapers and Books**

CKUT receives magazines, newspapers and books on a regular basis. These are available in the volunteer room for your reading pleasure and for review. If we don't have something that you want, ask and you could receive.

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## Equipment and Policies

### **Press accreditation and guest list policy**

CKUT covers all kinds of events (festivals, conferences, music, theatre, etc.) for programming purposes. If a volunteer wishes to attend any event on behalf of CKUT, he or she must request authorization from a programming coordinator. Press accreditation is limited and is granted to volunteers based on their participation at CKUT. *Under no circumstances* can a volunteer request a press accreditation or guest list spot on behalf of their involvement in the station without prior authorization from CKUT staff. Doing this not only undermines CKUT dealings with local organizations and promoters, but prevents other volunteers from accomplishing their work. If you are interested in going to an event please check with the Music or Arts & Culture Departments to see if there is already a list for the event. Consult the “Wish Books” for further details!

### **Long Distance**

CKUT covers all long distance telephone charges when calls are directly related to CKUT programming. Should the need arise, speak to a programming coordinator for a long distance code.

### **Studios**

CKUT has two studios: **PCR** (Production Studio) and **Studio Bee**. Both of these studios allow you to pre-produce

material. PCR is larger and allows you to do pre-recorded live interviews with guests. Both studios have phone patches for producing interviews over the phone wherever your guest is in the world. Both studios also have fully-loaded computers to allow you to edit, upload, and download your sounds. To book time in either studio, speak to a department coordinator.

### **Portables**

CKUT has portable digital recording equipment that can be signed out to record anything from interviews in a cafe to riots in the streets. Volunteers have access to Marantz recording kits. To sign out one of these babies you must prove that you know how to use it and care for it. Once you're trained, you can reserve a portable online and then sign it out from any of our helpful staff. CKUT loans out digital recorders for a 24-hour period on weekdays, so if you want it for longer you will need a special reason or a weekend. Once the recorder is in your hands, it is your responsibility (\$\$\$!!!) so be gentle and loving. If you bring it back late, you'll be faced with a small, but reasonable, fine. Someone could miss out on timely (news) programming if you are tardy with equipment!



## **Departments**

### **Music, News, and Arts & Culture**

These programming departments keep CKUT rooted in its mandate and your ears. Working with both seasoned radio types and newbies, these departments help develop ear-tingling programming through community contacts, radio skill-building and radical resources.

### **Advertising**

CKUT's broadcast license limits the number of ads we can air to 4 minutes per hour. That's less than half the time of commercial radio. Our listeners look to us as a refuge from the barrage of ads assailing them in their daily lives. We pride ourselves on not being a commercial station. However, we do air ads that complement our programming rather than detract from it. Ads that reach out to the diverse communities we represent. Ads are cheap and available to local businesses and for events. We encourage the business or organization to take an active part in the production (voice the ad, choose music, etc).

In line with our mandate, CKUT provides a forum for alternative events, groups, and programs in Montreal communities through "Co-Presentations," created to assist event and groups that CKUT believes deserve more attention and awareness in the community but who have trouble attaining it independently. We offer two weeks of intensive advertising and ask that our logo appear on the event's advertising. Cost is sliding scale.

### **Funding/Promotions & Outreach**

Although often overlooked, the funding department is the heart of CKUT, pumping life into the plans and projects of the station. Activities in the department include coordinating the annual on-air funding drive, researching and developing grants, organizing events, and promoting the station on McGill's campus and around the city. This department will see you most on campus. Tabling, talking to students, and organizing free events like Thursday's (a)Live, our showcase for the very best McGill bands.

### **Annual Funding Drive**

Each year, CKUT 90.3 FM holds an Annual Funding Drive: a marathon radio-telethon with special events, programming, and guests. As a non-profit entity, funds generated from the drive are crucial to the station's existence. All donations are put directly towards the costly maintenance of the station. All volunteers are required to assist with the funding drive which takes place in mid to late October. We need help to answering phones, coordinating special events, and PROMOTING the drive throughout the city and beyond.

### **Production**

CKUT's Studio PCR is equipped a two digital audio workstations, professional monitoring equipment, an isolated vox booth for voice-over recording, an array of playback and recording equipment (cassette,, CD, LP), two state of the art

mixing consoles, and a variety of outboard effects and dynamic processors. The production department handles all pre-recorded material for CKUT (ie ads, station IDs, station promotions, pre-recorded interviews, documentaries, and occasionally radio plays and other special projects). Studio PCR is also designed as a secondary fully operational broadcasting studio. Studio PCR is also available as a resource for volunteers who are involved with the production of sound art material and studio experimentation.

To become active in the production department you must go through the studio training sessions and have a valid station membership card. Trained producers are a resource for new production volunteers and volunteers requiring technicians for recording sessions. So sign up!

## **Committees and What They Do**

### **Steering**

The Steering Committee is the main administrative body of the station and is composed of all full-time staff members and 3 elected volunteer representatives. The Steering Committee meets once a week to make decisions regarding both the daily activities of the station as well as its long-term plans.

#### ***How can I get in on the action?***

Volunteer music, culture, and production representatives are elected to steering each year at the AGM (Annual General Meeting).

### **Programming**

The Programming Committee is charged with monitoring, reviewing and scheduling all on-air activities. New program proposals and changes in the schedule, as well as special programming and pre-emptions, must all be approved by the Programming Committee. The actual content of each program is planned by the show's hosts in accordance with their particular mandate as agreed to by this Committee.

#### ***How about that one?***

Members of the Programming Committee are volunteers elected at the Annual General Meeting. They represent different aspects of CKUT's programming (i.e. music, spoken word, community, black bloc, student and French programmers). The Arts & Culture and Music Coordinators serve as non-voting resources on the Committee.

### **Board of Directors**

The Board is responsible for the long-term vision of CKUT, contract negotiations and other station altering decisions.

There's a whole lotta people that sit on the board, at any given time there are 9-13. There are McGill student reps, volunteer reps, community reps and staff reps, to name a few.

#### ***And this one?***

To fluff your feathers on the board, elections for volunteer positions are held at the Annual General Meeting. Student positions are run through Elections SSMU in the winter semester. Ask a staff member if you'd like more info about running!

## WHAT NOW?? (How to get involved)

### Music

- 1) VOLUNTEER IN THE MUSIC LIBRARY (CONTACT BEJAL AT 514-448-4041 X2599 OR LIBRARY@CKUT.CA)
- 2) TAKE MCR TRAINING
- 3) LISTEN TO CKUT SHOWS AND MEET OTHER PROGRAMMERS
- 4) CONTRIBUTE TO COLLECTIVE SHOWS OR FILL-INS
- 5) WRITE A SHOW PROPOSAL AND RECORD AN AUDIO DEMO
- 6) HOST YOUR OWN SHOW!

### Arts & Culture

- 1) GET TRAINED: ORIENTATIONS, STUDIO BASICS, PORTABLES, MCR, PCR
- 2) LISTEN TO THE SHOWS THAT FASCINATE YOU
- 3) CONTRIBUTE TO OR BE A TECH FOR ONE OF THEM
- 4) TEAM UP WITH SOME OTHER GREAT VOLUNTEERS
- 5) WRITE A SHOW PROPOSAL AND RECORD AN AUDIO DEMO
- 6) HOST A SHOW TOGETHER!

### News

- 1) SHOW UP AT A NEWS MEETING, THURSDAYS AT 6PM
- 2) GET TRAINED: ORIENTATIONS, STUDIO BASICS, PORTABLES, MCR, PCR
- 3) CONTRIBUTE TO A NEWS SHOW
- 4) BE A MEDIA ACTIVIST!

## **Production**

- 1) GET TRAINED: ORIENTATIONS, STUDIO BASICS, MCR, PCR
- 2) JOIN THE PRODUCTION TECH LIST
- 3) MAKE STATION IDS, PUBLIC SERVICE ANNOUNCEMENTS, SHOW PROMOS AND MORE
- 4) HELP OUT THE NON-TECHIES

## **Promotions & Outreach/Funding**

- 1) HELP OUT AT STATION BENEFITS AND EVENTS (CONTACT NICOLE AT 514-448-4041 X8991 OR [FUNDING@CKUT.CA](mailto:FUNDING@CKUT.CA))
- 2) COME BY OFFICE HOURS, TUESDAYS FROM 3-6PM
- 3) ASSIST DURING THE FUNDING DRIVE
- 4) ASK ABOUT VOLUNTEERING ON-CAMPUS FOR THURSDAYS (A)LIVE OR TABLING TO SPREAD THE WORD!



## **THE LAST PAGE**

*(Stuff to Remember)*

- For more information and a complete program guide visit us online at [WWW.CKUT.CA](http://WWW.CKUT.CA)
- Keep your ears AND eyes open for us. That same third Thursday of the month is also the night of our THURSDAYS (A)LIVE series: a \*free\* showcase of the very best McGill bands at different locations on and around campus. If you see us around with microphones, buttons or stickers, stop in!