



Post: PO Box 5123, East Lismore NSW 2480  
Email: [manager@2ncr.org.au](mailto:manager@2ncr.org.au)  
Phone: 02 6622 7939  
Fax: 02 6622 1266

**NORTH COAST RADIO INC.**  
ABN: 75 224 975 728

## SO, YOU WANT TO BE A 2NCR FM PRESENTER?

Here is the important stuff that you will need to know:

- 1) The presenter application information pack consists of this information sheet, a membership application form and a volunteer application form. It does not include a presenter application form as only station volunteers can apply to be presenters. Apply, and be accepted as a volunteer first, and then we can talk about you applying to be one of our presenters.
- 2) All 2NCR FM volunteers, including presenters, must first be admitted as members of North Coast Radio Inc, the incorporated association that operates 2NCR FM. So fill in the membership application form and volunteer application form and return them to the 2NCR FM office in person, or via mail, together with your membership application fee (please don't send cash though the mail). Your membership application form will be processed at the first management committee meeting (as required by our constitution) after we receive it. Our management committee meetings are currently held every Thursday evening.
- 3) We expect all presenters to help out around the station. All presenters must be prepared to allocate at least as much time on volunteering as they do on air. For example presenters that have a two hour show must be prepared to allocate another 1-2 hours per week to help out with office administration, CD library work, promotional activities etc. Please remember to lodge your volunteer application form at the same time as your membership application form as this form tells us what your talents and interests are, and therefore how best you can help us run the station.
- 4) After you have been admitted as a member of North Coast Radio Inc and you have been given a volunteering role, then you can start to talk to our program manager about applying to be one of our presenters. The general waiting period from being admitted as a member to being allocated a program of your own is two months, depending on program availability, but we also want to remain flexible, so it is better to talk to the program manager as soon as you have been accepted as a member and volunteer about any waiting period that may apply to you.
- 5) All new presenters first need to be signed off as proficient enough to be left in charge of our studio by our buddy trainers before they can be allocated

a program slot of their own. This process may take several weeks, so please be patient. You will understand that we can't let just anybody in charge of our studio unsupervised.

- 6) Our buddy training system includes a checklist of all aspects of being in charge of the studio, including how to operate the panel, how to use our onair computer, how to use the DDN etc. Once you have been signed off as having completed the buddy training then depending on whether we have any vacant program slots or not, you may first go onto our backup presenter list before being allocated a program slot of your own. If this happens to you, remember that the more flexible you are, the more likely you will be invited to fill in any vacant slots.
- 7) We have two program periods each year – January to June and July to December. All presenters reapply for their programs each program period. Although it is likely that existing presenters will be allocated the program slot that they held the previous program period, as the needs of 2NCR FM may change over time, this unfortunately cannot always be guaranteed.
8. Although most of our presenters do their shows “live”, as the sometimes limited available slots may not suit your circumstances, we do offer the chance to pre-record your show, either at home or in our second studio, and have it played for you at whatever time the current vacancy may be.
9. As well as an annual fee to be a member of North Coast Radio Inc, there is also a “presenters access fee” of \$24.00 per program period to be paid up front when you are allocated a program slot.

## **Further information**

Should you require any further information about how our volunteering works, or about how our program slot allocation works, please contact:

- For volunteering issues – email our volunteering team at [volunteering@2ncr.org.au](mailto:volunteering@2ncr.org.au)
- For programming issues – call our program manager, Kevin Johnson, on 6622 5008 or email him at [programming@2ncr.org.au](mailto:programming@2ncr.org.au)