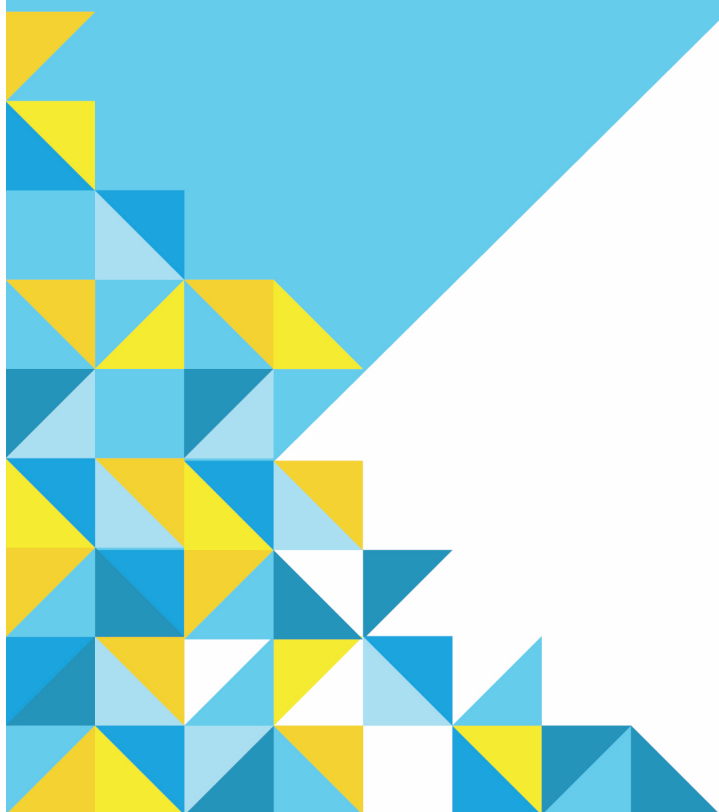


**WITR
89.7**

DJ TRAINER GUIDE

FALL 2017





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TABLE OF CONTENTS

- 1 Shadowing
- 1 Sessions 1-4
- 4 CD Review Guidelines
- 5 Sessions 5-8
- 7 Finish Line



Shadowing

Welcome your trainee to the wonderful world of DJ'ing at WITR. Talk about their music passions and show off the mixing board.

HW: Study the all-member manual. (Send your trainee a copy of the manual if they don't already have it.)

Session 1

Say hello to your new trainee. Introduce yourself, tell them a bit about your time at station, and ask about your trainee's music tastes.

Music

Show your trainee the library and have them pick out their own set of 3 tracks. Play the trainee's tracks, while walking them through the basics of what you're doing.

Equipment

Set up your next set through Rivendell and show the trainee how to preview songs. Explain how the online song logger works, how to manually edit logger entries, and how the downstairs paper logs should be filled out.

On-Air

Offer for your trainee to join you on the next mic break. They may need encouragement to get on the mic, but don't press them too much if they're not comfortable with the idea of talking on-air yet.

HW: Pass the membership test. (Send your trainee a copy of the manual if they don't already have it.)



Session 2

Give your trainee a complete rundown of the mixing board, and tell them about various DJ styles and personality types.

Music

Ask your trainee to pick out two full sets, have them play their own tracks, and explain how to maintain a flow between different sets. Show them the different imaging options and how we can use imaging to transition between different music styles.

Equipment

Explain what each of the channels on the board does and how to keep an eye on your levels. (Don't forget to mention to your trainee that turning on a CD or vinyl input will start the track and how to preview tracks through the headphones or monitor.) Teach them how to crossfade between two songs.

On-Air

Explain the different elements of a mic break: Elements that must be covered, elements that are up to the DJ's discretion, and the list of things that can never be said on-air. Show your trainee how to physically do a mic break (both the tech and how to speak into the mic). Have them do a mic break in between their sets.

HW: Listen to a full, 2-hour Pulse of Music show and write down a few comments on the music played and the DJ's mic breaks.

Session 3

Explain each function of RDLibrary and RDAirPlay to your trainee. Encourage them to check out (and review) new music. Tell them the structure that a Pulse of Music show must follow and talk to them about the comments they wrote on the show they listened to last week.

Pulse of Music: 1 recurrent, 2 features and 1 double shot per hour. 50% new bin balance during the 2 hours. Imaging requirements.

Music

Have your trainee create a set on RDAirplay with a track from each of the following bins: Library, New Bin, Feature, Recurrent. Have them play 3 more sets all on CD's.

Show them where in the office to find new CD's, how to check them out, and explain to them the general review format that we follow (below). Show them an example of a good and a bad review. Tell your trainee about a band you like that you first discovered while reviewing their CD.

Equipment

RDLibrary:

- Various bins
- Searching the library
- The 'only show first 100' checkbox

RDAirPlay:

- Delete or move a track
- Track talk-markers
- Loading the logs (This is **crucial**. Also, don't forget to distinguish between FM & UG logs.)
- Auto/Manual modes
- What to do when AirPlay crashes

On-Air

Ask your trainee if they've thought about what style they want to have as a DJ and brainstorm DJ names.

HW: Review a full-length album. Bring to next session.

Band/Artist Name - Album Title:

This is where you can describe both the album and the band a bit. Try to include the band's genre, but don't give too much background information about a band unless the information is particularly interesting (e.g. the band is two twin sisters from Sweden, the band found their drummer on craigslist, the artist used to go by a different name, etc...)

Your Full Initials

The following 3 review portions are optional, so choose which sections are most relevant to the CD:

- Give the person reading your review an idea of what vibe the tracks have, and if they feature unique sounds like an electric violin for instance.
- Describe the components of the band's sound (e.g. the behavior of their harmonies, qualities of a singer's voice, the pacing of each track, etc...)
- For your final sentence, summarize the album as a whole or give your final verdict.

Try: track numbers of songs you think people might like (circle songs that you think are especially great)

FCC: unclean tracks **RIYL:** (Recommend If You Like) a few bands that have sounds similar to this artist

Session 4

Get your trainee comfortable with mic breaks. Look over the CD review your they wrote and give critiques.

Music

Pick out a couple of sets of your own and show your trainee how you research background information to include in a mic break.

Equipment

Show your trainee how to fill out support tickets and go over what tech situations constitute an emergency.

On-Air

Coach your trainee on how to convey their personality while on the mic (smiling while talking, pretending they're talking to a friend, throwing in some humor, etc.)

Do several joint mic breaks with your trainee, and then let them do a full break on their own including the track rundown, some band information, "WITR 89.7 the Pulse of Music", request line, and the online song logger.

HW: Study the DJ Training Manual.

Session 5

Teach your trainee how to use the turntables. Time to let them spread their wings and fly!

If your trainee isn't already like a member of the family, try to get them involved in the station's social circle.

Music

Ask your trainee to pick out a vinyl or two from the library to play.

Equipment

Teach your trainee how to find and play vinyls.

- Using the Vinyl Bible on the DJ Portal
- Cleaning and maintenance of the turntable
- Board operation for turntable channel
- Previewing a track
- Cuing up a track ($\frac{1}{2}$ turn)

On-Air

Have your trainee DJ for the whole hour. Supervise them and provide guidance if they need it. Write down your notes to go over with them later and let them know what habits would hurt their demo score.

HW: Pass the DJ Test.

Your trainee is growing up fast!



Session 6

What do we do when sh*t hits the fan?

If your trainee did not pass their DJ Test, ask the Programming Director to see your trainee's test and review their mistakes with them.

Music

If a track plays an FCC-violating lyric:

- Hit the dump button
- If you have time, look up the full lyrics to determine if there are any more upcoming swears in the song
- If there's no time or the song has more profanity, fade out into imaging and cue up a new song.
- Mark track as an FCC violation on the CD label
- Email the Music Director and Programming Director and describe the violation

Equipment

If RDAirPlay or RDLibrary crashes:

- Have at least 1 CD cued up in the CD player for exactly this situation.
- Emergency music
- Force close RDAirPlay
- Start RDAirPlay and RDSecondPanel back up
- Load the log and resume playing tracks as usual

On-Air

Have your trainee DJ for the whole hour. Supervise, but try not to give them advice if they get flustered. Emphasize the need for them to keep calm and level-headed in these situations. Makes notes on the show and review with them afterward.

HW: Listen to the playback from another trainee's show. Make notes on what they did well or did poorly. Write down any Pulse of Music structure violations you notice.



Session 7

Get your trainee in the groove of a regular show.

On-Air

Have your trainee DJ for the whole hour. Supervise them and provide guidance if they need it. Write down your notes to go over with them later and let them know what habits would hurt their demo score.

HW: Review 2 full-length albums.

Session 8

Time to see if your trainee will sink or swim.

On-Air

Have your trainee DJ for the whole hour. Sit in another room and monitor the Studio A underground feed.

This is essentially a test run for your trainee's demo. If you are not completely confident in their ability to pass the demo, let your trainee do a typical supervised show the upcoming week, and then have them try a solo show again the following week. Write down your notes to go over with them later.

HW: Record your DJ demo.

Finish Line

Your trainee is all grown up and ready to leave the nest now! Make sure to congratulate them on their demo.