

**WITR
89.7**

DJ TRAINER GUIDE

FALL 2018





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Shadowing

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

Homework:

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 the 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.

Homework:

Review a full-length album. Bring it to your next session.

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 your eye on the levels. Don't forget to mention to your trainee that turning on a CD or vinyl input will start track. Also explain how to preview tracks through the headphones or monitors. 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 a mic). Have them do a mic break in between their sets.

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.

The Pulse of Music format: 1 recurrent, 2 features, and 1 double shot per hour; 50% new bin balance during the 2 hour show; and Pulse of Music imaging throughout.

Music

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

Show them where in the office to find new CDs, 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 one of their CDs.

Equipment

RDLibrary:

- The Bins
- Searching the library
- Using the 'only show first 100' checkbox



RDAPlay:

- Delete or move a track
- Track talk-markers
- Loading the logs (this is **crucial**, especially the distinction between FM and Underground logs)
- Auto/Manual modes
- How to recover from an RDAPlay crash

On-Air

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

Session 4

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

Music

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

Equipment

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

On-Air

Coach your trainee on how to convey their personality while on mic (smiling while talking, pretending they're talking to a friend,



throwing in some humor, etc.).

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 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 album 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 ($1/2$ 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.



Session 6

What do we do when s— 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 says an FCC-violating lyric:

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

Equipment

If RDAirPlay or RDLibrary crash:

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1. Have at least 1 CD cued up in the CD player for exactly this situation
 2. Play the Emergency Music
 3. Force close RDAirPlay
 4. Start RDAirPlay and RDSecondPanel back up
 5. 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. Make notes on the show and review with them afterward.

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.

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, then have them try a solo show again the following week. Write down your notes to go over with them later.

Finish Line

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

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