# WNJR Air Clearance Application

Intern’s Name ___________________________________________  Start Date: __________

Intern’s Email Address ___________________________________________ Completion Date: __________

1. Sit in for the entirety of any current show and observe operational procedure. During the session, the show host will cover the following information with you:

- ___ general board operation techniques
- ___ WNJR studio policies
- ___ FCC rules and regulation

WNJR Show Host approval __________ Date: __________

2. Sit in on a show (different host than in Step 1) hosted by a Station Manager, Production Manager, Music Director, or Technology Manager. He or she will cover the following specifics with you in more depth:

- ___ microphones 1-3
- ___ CD1/CD2
- ___ specific board controls (MP3, minidisk, turntable, imac)
- ___ control room monitor/head phone knobs
- ___ programs 1 and 2 or cue to preview audio content
- ___ level balance readout
- ___ EAS system
- ___ live read/PSA/problem log clipboards
- ___ iMac (Megaseg, Garageband, Skype, info links on Desktop)

Station/Production/Technology Manager or Music Director approval __________ Date: __________

3. Complete and pass the written Air Clearance exam found on the WNJR Sakai page. You should have the ability to add your self to the WNJR Sakai community. (If not, you should email tech@wnjr.org as soon as possible so that you may be added.) You will be notified by your internship director/manager on how to take the written exam. You will be contacted with feedback after completing the exam.

Total Score: __________  ____ successful completion

Station Manager approval __________ Date: __________

4. Pass a ten minute in-studio exam covering general board operations.

Station/Production/Technology Manager or Music Director approval __________ Date: __________

After passing all four steps, you will be granted “air cleared” status and can begin a show after the Station Manager approves a show proposal and assigns a time slot for the show. If you have any questions, comments, or concerns, please direct them via email to the Station Manager at kingpin@wnjr.org. Good luck and have fun!

Received, reviewed, and accepted:

_________________________________________    ___________________________________________
WNJR Station Manager                     Anthony Fleury, Ph.D., WNJR Station Adviser

Revised 8 September 2010

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