



# SOUND RECORDER

## VOLUNTEER ROLE DESCRIPTION

### April 2026

**The Cirencester & District TN is run entirely by volunteers whose sole purpose is to compile, record, copy and distribute a high quality weekly talking newspaper and magazine.**

This description sheet clarifies what you will be doing, with no contract of employment implied and no legally binding relationship created.

#### **FIRST POINT OF CONTACT: Technical Manager**

#### **RESPONSIBILITIES:**

- To operate the recording equipment (PC, sound desk, and microphones) during a recording session.
- To ensure that the readers are using the microphones correctly.
- To prompt the readers to stop and re-record where appropriate.
- To make the appropriate edits to the recording, during and/or after the recording session.
- To produce a high-quality end product, in accordance with the instructions in the studio manual.
- To liaise with the Technical Manager on any problems associated with the studio computer equipment.
- To ensure that all non-computer equipment is used in accordance with instructions or procedures and that any problems are noted in the Day Book. Faults should also be reported immediately to the Admin Manager.

#### **ADDITIONAL POINTS TO NOTE (applicable to all volunteers):**

- New volunteers will be appointed on a probationary basis for up to six months.
- Volunteers may like to familiarise themselves with the Charity's constitution (available on the noticeboard and website).

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#### **Cirencester & District Talking News**

**Email: [mail@cirencestern.org](mailto:mail@cirencestern.org) | Tel. No. 2600282**

Registered Office: The Old Department Store, 29-35 Market Place, Cirencester GL7 2NX

Website: [cirencestern.org](http://cirencestern.org)

Charity No. 1218012

- Please give as much notice as possible if unable to attend the scheduled volunteering time(s). Please comply with all Health and Safety notices and any other rules posted on the Studio noticeboard.
- Please inform the Secretary to the Trustees of any changes in contact details.
- Membership of the charity will automatically lapse if, without good reason and after appropriate approaches, a volunteer has not participated for a period of six calendar months.
- If a grievance or problem arises that cannot be resolved by your First Point of Contact, please refer it the Secretary to the Trustees who will bring it to the attention of all Trustees.

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