Apprentice Packet

1. **Complete your apprentice checklist**

2. **Sign the Job Description**

3. **Turn completed packet in to your student editor/manager** (or your Student Media advisor)

Apprentice Checklist: Anchor

Student Name (print): _____

Training	Student Mgr/Staff Name (print)	Student Mgr/Staff Signature	Notes
Anchor Workshop (radio hosts must complete on-air booth training with the Orange Report news director).			
Crew member for at least one live news or sports show (radio hosts must complete and pass one news aircheck)			
TV Rundown/Script/Prompter system training (required for TV anchors/hosts)			
*Started or completed the MultiMedia Reporter apprenticeship (provide a copy of your completed apprenticeship)			

*To continue anchoring/hosting beyond a <u>second</u> term, you must have completed the MultiMedia Journalist apprenticeship.

Anchor/host Job Description

Overview:

The Anchor (news or sports) hosts KBVR broadcast journalism programs live from our television and radio studios. This person must be a dynamic story teller who has the ability to engage viewers/listeners by telling compelling stories, and not just reading them from a prompter or script.

To obtain this position, a student must first successfully audition for the position and must have either completed or started the Reporter apprenticeship position.

Responsibilities:

- Helps plan and produce news and sports programs by researching and writing stories. Reviews all content before going on air to ensure scripts are accurate and ethical.
- Shows up to the studio at least ONE HOUR before each show begins, or at a time required by the show producer.
- Represents KBVR both on and off the air, and acts with professionalism at all times.
- Ability to process information quickly and communicate facts to viewers in a clear, concise and compelling manner.
- Meets all deadlines for stories assigned by the show producer.

I have read and acknowledged the responsibilities of this position. I understand that accepting this position is dependent on meeting the criteria above. Implicit in this agreement is compliance with all University standards and guidelines.

Signature:_____   Date:_____