

Volunteer Job Description Form:

Audio Production Quality Reviewer

The Talking Book Library produces audio books in a digital format in its Victoria Park studios. Each title is thoroughly checked either during or after recording for possible technical imperfections, correct pronunciation, volume levels, pace, clarity etc.

Audio Production staff give training, advice and assistance.

Title: Audio Production Quality Reviewer

Department: Information Services

Program: Library – Audio Production

Responsible to: Co-ordinator of Audio Production

Key Responsibility:

To ensure quality audio productions.

Key Result Area:

To perform a documented quality control check of the recording, ensuring that:

Extraneous noise is excluded

The recording levels are consistent

Pronunciations are correct

The narration is faithful to the text

Competency Requirements:

No previous experience is required, but because the recordings are produced using a computer programme, basic computer skills are an asset, as are a love of literature, language, a knowledge of accurate pronunciation and an attentive ear.

Time and Availability Requirements:

Volunteers are asked to attend the studios for a number of hours at an agreed time on any weekday, to listen to the recordings and report on anything needing attention or correction. Attendance times can be variable.

Current Vacancies:

Currently seeking volunteers

Contact Person:

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