

# Position Descriptions for Volunteer Narrators, Monitors, and Editors

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Kansas Talking Books operates from 8:00 AM to 5:00 PM, Monday-Friday. Scheduling for volunteer appointments is flexible within our operating hours. Typical sessions are once per week and last one to two hours. An average adult novel may take 10 to 15 sessions to complete, with magazines taking 1 to 2 sessions to complete.

**Narrator:** Narrators record a variety of print materials into audio format including magazines, general fiction, non-fiction, and juvenile works, many on local topics, and/or by local authors. Potential narrators are required to undergo an audition process for the evaluation of voice quality, speech habits, accuracy, interpretation, and ability to follow formatting instructions and recognize reading errors. The materials for the audition will be provided, and the audition itself will take from 30 to 45 minutes.

Once a candidate passes evaluation, they will narrate in the recording booth under the supervision of a monitor. Narrators are encouraged to read upcoming sections of the material prior to recording, for the purpose of familiarizing oneself with the proper tones, syntax, and word pronunciation. Narrators should ask monitors for clarification before recording if they have questions about any of these items.

**Monitor:** Monitors listen while the narrator reads, checking for technical accuracy and style. Monitors run the recording software, follow along in the printed text (either in the physical book/magazine or a digital copy), and stops the reader to correct errors (e.g. extraneous noises, omitted words, slurred words, incorrect pronunciations), as many as several hundred in a single recording session. We will provide training and technical support for this position.

**Editor:** Editors use software to remove distracting noises from the recording and create standard spacing in between phrases, sentences, paragraphs, and sections. Editors will use cut and paste, fade, normalization, and software plug-ins to correct reader errors whenever possible. Editors will follow along in the printed text to ensure accurate narration of the printed work. We will provide training and technical support for this position.