

## M E M O R A N D U M

silverton

SUBJECT: BULLETINSFROM: LIZ GODDARD/KEVIN SILVERTONADDRESS:PHONE:TO: ALL BJ'SADDRESS:PHONE:CC:DATE: Thu Nov 6 16:05 1997

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THIS IS HOW OUR BULLETINS WORK:

THE MAIN BULLETINS - AT 7, 8, 1 &amp; 5

Headlines will be read by the presenter

will be bullet points - one sentence or less

must be in the present tense

different wording to the top line of the cue AND diff. to the nib.

The presenter will say "The details now with...."

About half way thru the bulletin - mention the station name.

e.g "Speaking ON Radio Nottingham

"Speaking TO Radio Nottingham

"Radio Nottingham's health correspondent..

At the end of the news handover to sport "Radio Nottingham news - with the sport here's...."Duration - of all main bulletins will be eight minutes of news.

HER BULLETINS - 6, 9, 10, 11, 12, 2, 3, 4, & 6

These will all be 5 minutes long...

Bulletin IN will be "Radio Nottingham News at ... O'Clock with..."

Bulletin OUT will be "...BEC News for Nottinghamshire its five past..."

## HEADLINES

- on the half hour at 6-30am, 7-30, 8-30, 4-30, 5-30 & 6-30pm. The 6-30pm read should be put on cart/tape after reading the 6 o'clock news and handed to the teatime presenter.
- the newsreader will say "Radio Nottingham news with..."
- nibs must be only 2 or 3 sentences long...the total headline read will be no more two minutes
- nibs must have a different top line to the bulletin cues. At the end of the nibs stop reading and signal your nibs are over or tell the presenter what the last story is before hand.
- if possible try and end on a lighter or upbeat story

INSERTS - clips no more than 30"

voicers no more than 40"

wraps no more than 55".

ARCHIVING - Please remember to archive all your bulletin cues and programme cues by using the "F6" button

Any queries to Liz or Kevin

## M E M O R A N D U M

lgoddard

SUBJECT: Radio car piecesFROM: Liz GoddardADDRESS: SPJ News outputPHONE:TO:ADDRESS:PHONE:CC:DATE: Fri Mar 28 13:14 1997

\*\*\*\*\*THE MOST IMPORTANT THING IS YOUR SAFETY - NEVER TAKE RISKS\*\*\*\*\*

TECHNICALLYWATCH FOR:

Turn the tech power ON straight away then base can hear you setting up.

Make sure the handbrake is fully UP or the mast won't go up.

Make sure the battery in the radio mic is ok - or it could sound like it's a bad signal it's a similar noise.

Switch OFF your mobile phone - they can interfere with the signal.

Switch the alarm OFF it stops you starting the car even if you can open the door.

Make sure the correct MIC is fitted UP it's the knobs on the control panel on

aboard) and the others faded DOWN.

you're using the LINE mic make sure the RADIO mic is faded DOWN.

Make sure the RADIO is tuned to Radio Nottingham for CUE.

ALWAYS take a mobile in case there's no talkback.

### STYLE

This will depend on the type of story but a few general hints are usually worth following.

In your introduction don't repeat what's been said but paint a picture of where you are.

Use description - you and the guest.

Think about atmosphere - DON'T sit in the car get close to the story. Use the Radio mic whenever possible it's portable and easy to use.

If appropriate walk around, go inside, move about.

If you're looking at something practical talk round it, demonstrate it, get the guest to move it or if it's safe have a go.

Finish by saying their names and thanking them:

E.G Fred Smith and Mabel Jones thank you.

DON'T hand back to the studio - don't say back to you in the studio, don't say anything. Presenters will pick up off the back of your piece.

WE MUST EXPLOIT THE FACT WE'RE OUT AT THE SCENE AND CLOSER TO THE STORY THAN IN A STUDIO INTERVIEW.

## REGIONAL BROADCASTING

### Bi-Media Job Description

<b>Job Designation:</b>	Broadcast Journalist
<b>Grade:</b>	Towers Perrin Level 5/7
<b>To Include:</b>	Local Radio Journalists; Local Radio Reporters; News Producer, Local Radio; Television Regional Journalists; Researchers; Production Journalists; Sub-Editor, Radio; Producer Radio
<b>Works to:</b>	Senior Broadcast Journalists, Assistant Editors

### **Job Purpose**

To initiate and produce, as part of a team, a wide variety of news and current affairs material for Radio and/or Television.

### **Key behaviours**

1. To carry out in-depth research to a broad brief, with minimal supervision across the whole range of Regional Broadcasting news and current affairs output.
2. To write material for programme scripts, bulletins and links, exercising editorial judgement, maintaining professional journalistic standards and adhering to BBC policy and legal and contractual guidelines.
3. To undertake interviewing and reporting duties, under broad direction in both recorded and live situations, in studio or on location, for both Radio and Television.
4. To prepare and present bulletins, including assessing incoming copy, sub-editing news copy and deploying the necessary resources.
5. To produce live and pre-recorded radio news and current affairs programmes and to prepare radio and TV packages under supervision.
6. To originate and develop programme ideas; to assist in forward planning of material for future programmes.
7. To provide briefings for reporters, camera crews and other resources staff and contributors.

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8. To operate broadcast equipment:- in radio, portable recording equipment, self-operating outside broadcasting vehicles and studio equipment; in television, to direct camera crews on pre-recorded and live coverage, to oversee editing and operate gallery equipment.
9. To liaise with and service the requirements of the network newsrooms.
10. On occasions, to administer programmes budgets, ensuring effective use of money and resources, and to supervise the work of Broadcast Assistants.
11. To develop and maintain local contacts and to fulfill a public relations role e.g. responding to enquiries from the public.
12. At all times to carry out duties in accordance with Regional Broadcasting Health and Safety guidelines policy.

#### **Skills, knowledge and experience**

This is the core professional level in journalism within Regional Broadcast. Journalists are employed across a range of functions and with different skills, knowledge and experience. There is staged progression through the level which is related to review of performance and the achievement of specific objectives at every stage.

1. On initial recruitment, either a recognised journalistic qualification or substantial practical experience in journalism (likely to be around 3 years).
2. People with a similar amount of experience in broadcast journalism may be appointed at a higher level within the salary range.
3. First class news judgement.
4. Good broadcasting and on-air skills where appropriate.
5. Good writing skills.
6. Ability to originate and develop programme stories.
7. Ability to work co-operatively as part of a small team.
8. Knowledge of production techniques and facilities in both Radio and Television and the ability to develop Bi-Media production skills.
9. An understanding of the BBC's Producer Guidelines and awareness of legal considerations applying to all types of output.

## BBC ENGLISH REGIONS

### RECOVERABLE EXPENDITURE

1 July 1997

With effect from 1 July 1997 the following rates will apply:

#### Overnight Claims

£45.00 per night

#### Meal Claims (flat rate allowance, unreceipted)

##### a. Detached duty

Breakfast	£ 5.00
Lunch	£ 6.00
Evening Meal	£10.00

##### b. Not on detached duty

Breakfast	£ 3.00
Lunch	£ 4.00
Evening Meal	£ 6.00

#### Travel

##### Rates per mile up to 4,000 miles in the financial year

Group 1	28p
Group 2	35p
Group 3	45p

##### Rates per mile over 4,000 miles in the financial year

Group 1	17p
Group 2	20p
Group 3	25p

##### Lease car rates

9p per mile

##### Public Transport Rate

20.1p per mile

NB

- All claims must be made within 8 weeks of the date of travel/expenses incurred
- Your form will be returned to you if it is incomplete or incorrectly filled out, which may result in a delay in payment