

Thank you for your interest in the Shaw TV Volunteer Program!

Our volunteer program offers many opportunities in studio, mobile, and on location (EFP) productions in a variety of positions including producing, directing, camera, floor-director, teleprompter operator, production assistant, VTR, graphics and research assistant. Whether you are pursuing a career in television or looking for a challenging extracurricular activity, have a background in television or no experience at all, we have something you'll be interested in.

Purpose

To provide a secure, flexible, and fun learning environment for the skill development of committed participants within the framework of the dynamic production needs of Shaw Cablesystems.

Program Outline

Applications are accepted on an ongoing basis. Some applicants with previous training and/or experience may be provided with a volunteer assignment on a more immediate basis as per production requirements. Individuals without prior experience might be required to "shadow" Shaw staff or trained volunteers prior to assignment of specific production training/duties.

Each system has a Volunteer Coordinator who reviews all volunteer applications and assigns appropriate tasks to each individual on a case-by-case basis. Applicant placement and continued involvement in the program is at the discretion of the Volunteer Coordinator, the show producer(s), and/or crew coordinators. Please note that each system will have a slightly different program, based on the volume of programs being produced at any given time and the demand in volunteer training. For example, if volunteer demand is high, then individuals might not get as many hours as they would like, as opposed to systems that have lower demand (training opportunities might be more involved).

Our Commitment

The Shaw Cablesystems Volunteer/Intern Program is designed to provide each participant with a progressive range of current production experiences.

Completed application forms can be submitted via:

Mail or Dropoff: Shaw TV South
Vancouver Island
#111 - 1925 Blanshard St.
Victoria BC V8T 4J2

E-Mail go_islandssouth@shaw.ca

Fax: 778-265-1293

Volunteer Guidelines

Appropriate Use of Equipment

The equipment and facilities of Shaw Cablesystems G.P. may be used only for creating content intended for broadcast on a community channel.

Security - Building and Keys

In order to protect the equipment and facilities of Shaw Cablesystems G.P., each production facility has a security procedure. Your Shaw representative can give you the appropriate information regarding after hours access when necessary.

Safety

Safety is our first concern and everyone's responsibility. Safety is an attitude. Safety is care and attention. Safety is constant observation and checking of co-workers and yourself. Follow established operating procedures. Enforce all safety rules. Recognize unsafe acts and conditions.

Authorized Use of Equipment

Volunteers may only use equipment for which they are trained and authorized to use. We will provide the necessary training if required. Each office has its own procedure for booking equipment and authorizing bookings. Your Shaw Cablesystems G.P. representative can give you complete details.

General Housekeeping

You are responsible for tidying up after yourself and your group or production team. All equipment must be put back in its proper place.

Smoking, drinking, and eating are not permitted at any time in the control rooms, studios or edit bays. In addition, anti-smoking by-laws have been enacted in all the municipalities served by Shaw Cablesystems G.P. Please check with your Shaw representative for details.

The use of drugs or controlled substances is not permitted in Shaw facilities. Drinking alcoholic beverages is not permitted on any location production. Being under the influence of alcohol, drugs, or controlled substances is not permitted on any location production. Operating any Shaw equipment while under the influence of alcohol or any drug is not permitted.

Any violations of the rules concerning alcohol or drugs will be cause to end your association with the community channels of Shaw Cablesystems G.P.

Conduct

The success of the community channel depends on the goodwill of all who are involved. You have a special responsibility to assist in generating and enhancing this goodwill. Together with Shaw Cablesystems G.P., we represent the channel and its reputation. It is important that you represent yourself accurately to the community. Be sure to identify yourself as a Shaw volunteer. Production crews work as a team. Each team member must be cooperative and respectful to other members of the team.

Personal Appearance

Your appearance always makes an impression on those you meet. As a representative of the community channel in a volunteer capacity your appearance is important. Your appearance represents your attitude and your sense of professionalism. It will contribute to a feeling of confidence the public has in you and the channel.

Cancellation of Volunteer Privileges:

Shaw reserves the right to discontinue volunteer privileges at any time, with cause.

Contact Information

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Home #: _____ Cell #: _____ Email: _____

What is the best way to reach you? Phone Email

What is the best time to reach you? Day Evening

Volunteering Interests

Why are you interested in volunteering? (Select One)

Hobby/Extracurricular Activity Career Purposes School Project

What areas of production are you interested in?

Audio Camera Graphics On-Air Switching Other: _____

Production Experience

I **do not have** television production experience/trainingI **have** television production experience/training

Please specify: _____

Where did you receive your training?: _____

Other Information

Do you have any physical or medical condition that would prevent you from carrying out the physical requirements of the activity or that would pose a hazard to yourself or others?

Yes No

How did you hear about our program? (Select One)

Internet Television Other: _____

Please sign below to acknowledge that you have carefully read the Shaw Cablesystems G.P. "Volunteer Guidelines" document, and accept and agree to the provisions contained therein, and will abide by these guidelines.