

Station Staff of 1YA.

At rear (left to right)—Miss D. Boyce (typiste), Mr. L. A. Halcrow (senior operator), Mr. W. H. Penton (relay operator), Mr. R. Bartrum (assistant operator), Mr. D. Wrathall (programme organiser), Miss R. Palmer (Cinderella, organiser of children's session), Mr. W. O. East (clerk).
Front row—Miss E. Morrison (typiste), Mr. Culford Bell (announcer), Mr. S. J. Hayden (station manager), Mr. Cyril Towsey (studio pianist).

pany's requirements from Head Office. of the manager. Full details and The station manager furthermore exercises the strictest supervision of the station's operations, with the object of obtaining the highest efficiency and maintaining the service within the regulations under which the company's license is granted.

The station routine, as has been previously mentioned, is reduced to a minimum, but such routine as is essential is conducted under the supervision of the manager. Full details and summaries of all expenditure are submitted by the manager to Head Office, where, on checking and approval, the accountancy department arranges for the cheques to be made out and posted direct to claimant or returned to the station, whichever is the most convenient.

Each station manager is allowed an amount in the nature of a fixed imprest for which he must at all times

account; this is for the purpose of payment for incidentals such as minor office requisites, stamps and telegrams. As in the case of other expenditure the station manager is required to submit a return showing all transactions in respect to this imprest, and from week to week reimbursement is made of the actual expenditure by the accountancy department.

In connection with staff discipline, a daily attendance diary is kept, and although one standard period of attendance time cannot be designed for all officers, a schedule is drawn up according to the nature of the duties each is called upon to perform, and generally a mutually satisfactory arrangement is observed.

EVERY possible source of talent is continually investigated by the company, and particularly by the station programme organisers. In the case of new artists, applications for engagement are made on forms provided for the purpose, on which provision is made for recording particulars as to name, address, availability, fees and repertoire, along with particulars of accomplishments. These forms are available at the station and may be obtained on request. Before final acceptance all artists that have not broadcast previously are required to pass an audition test conducted at the

company's nearest studio. In this way the exact technical requirements for every programme are definitely ascertained and full details recorded on cards indexed under name of performer and cross-indexed under type of programme. On these cards is retained a record of the artist's performance at the station, and comment as to the quality of the performance on each occasion.

TO guard against any misunderstanding occurring in connection with an engagement to broadcast, either on the part of the programme organiser or the artist, full details of the contract made by both parties are entered on a session agreement, which is signed by the artist on the one hand, the programme organiser on the other, and countersigned by the station manager. The agreements are made out in triplicate, one copy being handed to the artist, one retained at the station, and the third and original forwarded to Head Office for reference and safe custody. On the back of each session agreement is printed a schedule of directions to the artist, guiding him or her as to the procedure to be adopted on the night of performance, and as to the requirements of the regulations in respect to the prohibition of controversial matter, propaganda, and such like.

Special arrangements are made for artists of high repute and capability, whereby they contract to give their services over a long period by signing a term contract similar to a session agreement, but modified to cover the special requirements of such an arrangement.

THE programmes themselves are prepared on a "proposed programme" form, which the programme organiser hands to the station manager. Having satisfied himself that they are in order, the station manager signs them and submits them in duplicate each week to Head Office for entering and checking. On approval publication is arranged and the duplicate returned to the station concerned.

Immediately following performance the station manager draws up a claim for performers' fees on the form provided, and forwards to the accountancy department of Head Office. The claim is checked by the accountancy department with the authorisations,

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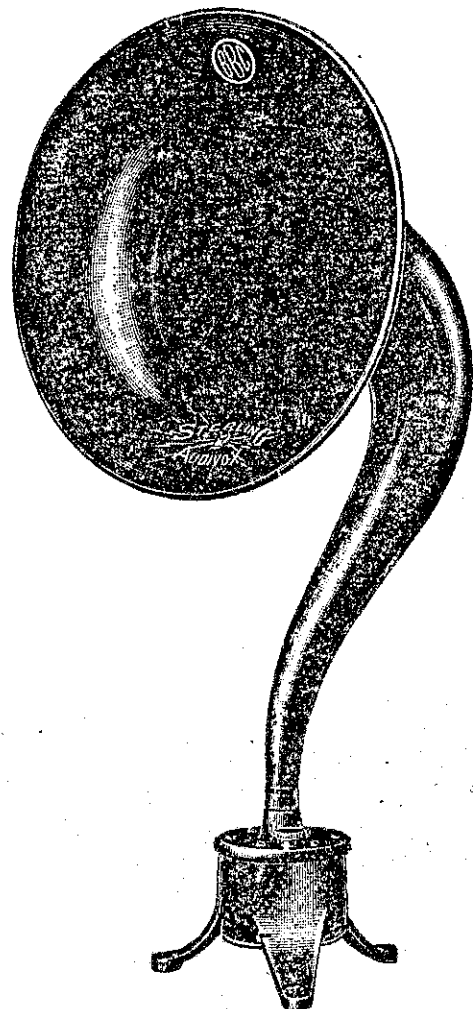
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Standing—Mr. F. S. North (senior operator), Pastor More (Big Brother Bill and children's programme organiser), Mr. R. Robinson (assistant operator). Seated—Mrs. E. Drake (studio pianiste), Mr. J. W. Webb (programme organiser), Mr. A. L. Curry (announcer), Miss A. Umbers (typiste).