



Lowell TeleMedia Center  
246 Market St, Lowell, MA 01852  
(978) 458-5400 [www.LTC.org](http://www.LTC.org)

## Volunteer Application

Lowell Telemedia Center documents the latest municipal news, local events and other stories connected to Lowell. By volunteering you have the opportunity to observe and engage with various communities within Lowell, learn and practice many kinds of media, and develop your own personal voice and sense of community. We hope you consider volunteering with us and look forward to working with you!

Name \_\_\_\_\_

Email \_\_\_\_\_

Other Contact Info (Phone, Social Media, Etc.) \_\_\_\_\_

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### What kind of productions would you like to work on?

Staff Productions       Member Productions       Both!

### What motivates you the most to volunteer at LTC?

Career Prospects       Community Service       Learning Technology  
 Socializing / Fun / Hobby       Teaching / Mentoring Others

### What are you interested in doing as a volunteer?

Camera Operation       Photography       Talent (any role in front of the camera)  
 Video / Photo Editing       Audio Editing       Event Coordination  
 Underwriting       General Assistance

### What equipment do you have experience with?

Field Recorder       Tricaster       JVC Camera/Camcorder       DSLR Camera  
 General Camera Operation       Soundboard       Lighting Board       Camera Switcher



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**Have you worked with LTC before?**

Yes       No

**Are you interested in taking media classes?**

Yes       No

**Are you interested in making your own show (podcast, television, short film?)**

Yes       No

**If yes, tell us just a little bit about your idea. Perhaps we can help!**

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**What is your general availability?**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

**Is there anything else you would like us to know about your schedule?**

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**How many hours a week/month could you see yourself contributing?**

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**Is there anything else you would like us to consider? Comments? Questions?**

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**Would you like to be added to our volunteer mailing list to be updated about future opportunities?**

Yes       No

# Agreement with the Rules and Procedures

By signing this form you are indicating your agreement with the full LTC Rules and Procedures. These rules have evolved in order to ensure a smooth and productive experience for all members; and to make sure everyone understands their legal responsibilities. If you have questions about these or other procedures at LTC you are invited to bring them to a staff member for explanation as soon as possible.

**1** I also understand that LTC's facilities are to be used only for production of local programming, job skill enhancement or community development activities; *not* for personal financial gain.

**2** I am thoroughly familiar with the nature of the program material produced with LTC's resources (computer, television or radio based) and I take full responsibility for its content. I agree to obtain all necessary clearances, releases, permissions, etc., from any and all organizations, groups or individuals as required for projects.

**3** I understand that the following material is prohibited from being produced, displayed, copied, distributed or programmed from any LTC production platform:  
a) Any commercial programming or advertising; b.) Any material which constitutes libel, slander or invasion of privacy; c.) Any obscene material or pornography; d.) Any unauthorized use of copyrighted material, unlicensed software or publicity rights; e.) Any material in violation of FCC regulations; and, f.) Any activity or material which violates local, state or federal laws.

**4** I understand that LTC's Computers have full, uncensored access to the Internet and that access to such resources requires critical, discretionary use by everyone.

**5** I understand that I am ultimately responsible for all LTC equipment and facilities that I use. I agree to fully cooperate with the LTC insurance carrier in any claims. In the event Carrier denies the claim, I agree to pay for the replacement of any and all equipment damaged or destroyed while being used by me.

**6** I understand I am responsible and agree to hold harmless the City of Lowell, Lowell Telecommunications Corporation, Comcast, their directors, employees, or successors, for any liability, loss, claim, cost or damage of any nature whatsoever which may arise by reason of any claim, that any material produced by me, from any output device, infringes or violates any rights of any person or organization.

**7** As an LTC member I understand that I am expected to respect the rights and opinions of others at LTC at all times. It is everyone's responsibility to maintain a safe and productive working environment. LTC staff reserves the right to ask anyone to leave if these rules are being broken. There might be additional consequences for breaking these rules, including suspension from the facilities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_  
(if Member is under 18)

Date: \_\_\_\_\_

Minor Name: \_\_\_\_\_

Age of minor: \_\_\_\_\_