

OnTV STUDIO JOB DESCRIPTIONS

Below you will find a brief description of each of the roles the students will have in the OnTV Studio. It is important to allow the students as much as possible to choose their own positions. However try to ensure that there are leaders and initiators in each group.

Roles requiring students with particular personalities or strengths are clearly indicated - these guidelines ensure appropriate students are placed in particularly challenging or pivotal roles.

The students will be given training in their chosen role on the day.

Teacher's Notes

- The emphasis for TV production is on teamwork – although some jobs involve more than others they are ALL equally important. The successful filming of the programme needs the input of EVERYONE!
- Some students (e.g.: Artists, Wardrobe and Assistant Sound) will complete their roles before the filming occurs and may have nothing else left to do except come to the control room, sit back, relax and watch the show as it is being made.
- Fill in the essential roles first, and then the less essential (marked with '...' beside them on the Job Title Sheet). Those students assigned essential roles should only be assigned in one role.
- Once the roles have been allocated please record the students' names next to their job title on the Job Title sheet and email / fax this through to Capital E at least a week prior to your visit.

Presenters / Reporters / Interviewees / Reviewers / Performers

(Strong and confident readers are recommended)

Children need to be quite out-going as well as confident readers and speakers. There are 2 studio news presenters, one or two studio weather presenters, 2-3 location reporters, 2-6 interviewees (and 1-2 reviewers or 1-5 performers – 'Wake Up New Zealand' magazine only).

The Assistant Weather Presenter works very closely with the Weather Presenter to prepare the script and learn the locations in the report. The assistant can assist in the delivery of the script (either on camera - by pointing to the places mentioned in the script or off camera – by holding the published script up beside the camera for the Presenter to read.)

If you have chosen the 'Wake Up New Zealand' magazine option; up to five performers can provide a small pre-planned and practiced performance of up to 2 minutes to vary the show's content. Drama, singing, dancing, kapa haka and comedy are all suitable. However, planning and practice are very important to ensure students are confident and sure of their part of the show.

Graphic / Digital Artists

(Students with good artistic and time management skills)

Each story needs a picture in landscape format to go with it. Children who are artistic and like drawing/creating will enjoy this role. The pictures need to match each story. The Digital Artist requires sound computer skills as well as creative flair. The Digital Artist is a good person to assign the school or class logo that can be displayed at the beginning of the programme. Alternatively this can be done before you come to the studio if you prefer. Once the pictures are drawn or printed, the Artists can watch the rehearsals and recording in the control room – they get to see both sides of the production happening.

Location Team

(Students with strong organisational skills and good concentration)

The Location Manager and Set Dresser need to have strong organisational skills, and must be able to maintain concentration while the rehearsals and filming occur to ensure that the correct props, background and reporters are in position at the right times. The Location Manager wears headphones and works closely with organizing others and watching the Interview/Review/Performance Teams practise and during the show, cueing them as instructed by the Director. The Set Dresser also wears headphones so s/he can follow the Director's instructions and get the set ready at the correct times. This role involves decorating the location set with pictures, chairs, flowers, props etc. and the person in this role needs to be good at listening to and following instructions from the control room.

Director

(Student with a strong personality able to take control and lead a team)

The Director is in charge of making the TV programme. Based in the control room s/he will read the camera shots from the script, using a microphone to pass all instructions for the studio floor to the Floor Manager and the Camera Operators. Each of the 4 cameras is linked to a monitor (TV) in the control room. The Director uses these 4 monitors to help the Camera Operators get their camera shots ready in advance.

Vision Mixer

(Student with the confidence to use technical equipment and long concentration span)

The Vision Mixer controls the cameras and makes sure we see the right thing at the right time. S/he is based on the vision-mixing desk in the control room. S/he must have the ability to follow the script reading slightly ahead to see which camera is needed next. Careful thought is required to find just the right student.

Senior Sound

(Student with the confidence to use technical equipment and long concentration span)

The Senior Sound Operator makes sure we are hearing the right microphone at the right time. S/he operates the Sound Desk by turning up the different levels which are connected to the different microphones.

The Sound Assistant connects the microphones to the Presenters and tests they are working using the Sound Desk. S/he teaches everyone how to use and care for their equipment and is responsible for putting away the gear once recording has finished. S/he also remains in the studio during rehearsing and recording with headphones on, to solve any problems that may occur for the Senior Sound Operator.

Videotape Operator

(Student with the confidence to use technical equipment and long concentration span)

The Videotape Operator works in the control room and is responsible for choosing the starting sequence for the show. During the recording of the show s/he have to press some buttons and is also responsible for recording the copy of the programme to DVD which the class will take back to school with them.

Technical Producer

(Student with good ICT skill. Long concentration span required)

The Technical Producer needs to be confident using a computer and a competent speller, as the job involves entering the class's names into the end credit list. They are also in charge of organising and playing the weather and any location backgrounds using the Blue Screen. Once the credit list is rendered, and the weather is prepared s/he needs to concentrate during the rehearsals and filming and control the timing of the weather and credit roll towards the end of the programme.

Floor Manager

(Student must have good time management, organisation and leadership skills)

The Floor Manager is based in the actual studio. S/he is the Director's contact with everyone else on the studio floor, receiving instructions through headphones from the Director, which need to be relayed to the relevant people on the studio floor. S/he is responsible for organizing and watching the presenters practise and for cueing them as instructed by the Director. The F.M keeps an eye on the time and informs the rest of the cast and crew.

Camera Operators (includes Rostrum and Location Camera Operators)

(Students with long concentration span required)

The Camera Operators take orders from the Director through the headphones as well as listening carefully to the Floor Manager. They will need to be familiar with the script to see what their next camera shot is to be.

The Rostrum Camera Operator ensures the pictures done by the Graphic Artists are in place. All Camera Operators need to listen carefully in their headsets and are primarily responsible for getting shots ready and checking that their cameras are correctly focused. (The Director can also help each operator to do this).

Wardrobe Team

(Students with creative flair, good communication and organisation skills)

The Wardrobe team is responsible for dressing the presenters, reporters, interviewees, performers and reviewers. It is the **Costume Designer's** job to ensure that each person looks his or her best and select clothing that is appropriate to the script and the type of programme being made. The Wardrobe Assistant works with the Costume Designer to draw up clothing design plan sheets. If the class wishes to bring their own make up and cleansers, the Make-Up Artist may apply these and do hairstyling, allocate wigs etc. At the end of the recording all the costumes and props need to be gathered back from all the Presenters, then hung neatly and put away ready for the next production.