



# ROLE DESCRIPTIONS

These brief descriptions of each of the student roles in the OnTV Studios will assist in filling out the Cast and Crew List. The students will be given instruction in their role on the day.

## Notes for teachers

- The emphasis for TV production is on teamwork and working as a crew. While some roles involve more than others they are ALL equally important – no one can make a live television broadcast by themselves! To make a successful show, everybody needs to contribute and work together.
- Fill in the essential roles first, and then the less essential (marked with '⌘' beside them on the Cast and Crew List). Students assigned essential roles should only be assigned in one role.

- Please record the students' names next to their role on the Crew and Cast List and email this through to:  
kristenr@experiencewellington.org.nz  
two weeks prior to your visit.

We look forward to seeing you in the OnTV Studio at Capital E.

**If you have any queries regarding your OnTV session, please contact:**  
**Kristen Rowe – OnTV Coordinator**  
04 913 3734  
kristenr@experiencewellington.org.nz

## Director

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

---

The **Director** is in charge of organising the production of the OnTV show. Based in the control room, the **Director** passes all instructions (via headset) for the **Floor Manager, Location Manager** and **Camera Operators**. This involves getting camera shots

organised, people prepared for being filmed and – essentially – telling them when to begin.

To be the **Director**, a student should be calm, organised and happy to take on some responsibility!



## Presenters – Reporters – Interviewees

*Students with strong, confident personalities; good readers are recommended*

---

These students need to be outgoing and confident as well as being strong readers and speakers. There are two studio **News Presenters**, one or two studio **Weather Presenters**, two to four **Location Reporters**, two to eight **Interviewees**.

**News Presenters** need to be confident readers, as they will be reading their stories live from the Autocue. If a student struggles to read fluently, this will be seen on-air, which may be uncomfortable for them. The **News Presenters** are the on-screen glue that holds the show together, so personality and confidence is a plus!

The **Weather Presenters** can work closely together to share the performance duties of delivering the script and pointing to the

appropriate place on the green-screen map of New Zealand.

**Location Reporters** will work with whoever they are interviewing to come up a series of interesting questions and answers. Level 3 or ‘open’ questions (ie questions that have an array of possible answers) make for the most interesting interviews – as does listening and responding to the answers given.

**Interviewees** have the most opportunity to ‘act’ as different characters, depending on who they are portraying. A sense of dramatic delivery and performance is desirable.

The **Stock Market Reporter** is an additional front-of-camera role, and requires the **Reporter** to deliver the business news.

## Graphic Artists

*Students with good artistic and time management skills*

---

Students who are artistic and like drawing/creating will enjoy this role. Each show requires an opening logo (featuring the title of the show) to begin the broadcast, and on-screen graphics to introduce the presenters

and reporters. The **Graphic Artist** requires computer skills and visual flair. Their job needs to be completed before the recording of the show, so good time management is essential.

## Floor Manager – Location Manager

*Students must have good time management, organisation and leadership skills*

---

The **Floor Manager** and **Location Manager** are the **Director’s** point of contact with everyone else on the main studio floor and the location set, respectively.

They receive instructions through headsets from the **Director**, which need to be relayed to the relevant people. This includes getting people organised for upcoming scenes

during practice time and the recording of the show, as well as and cueing presenters/reporters to start.

Students in these roles need to be good at listening to and following instructions from the control room, and should have the confidence to assert themselves when necessary.



### **Vision Mixer**

*Student with the confidence to use technical equipment and has a long concentration span*

---

The **Vision Mixer** controls what we see, making sure we are looking at the right camera at the right point in the show. The **Vision Mixer** is based in the control room and

works closely with the **Director**. They must have the ability to follow the script, listen to instructions and have the confidence to try something new.

### **Sound Operator**

*Student with the confidence to use technical equipment and has a long concentration span*

---

The **Sound Operator** controls all the microphones around the studio. During rehearsals and filming, the **Sound Operator** ensures we are hearing the right microphone

at the right time through the sound-desk. This role requires good concentration and a good ear for volume!

### **Sound Designer**

*Creative students with the confidence to use technical equipment and good time-management skills*

---

The **Sound Designer** works in the control room and creates soundtracks and sound

effects to be played down during the show at the appropriate moments.

### **Technical Producer**

*Student with good ICT and concentration skills*

---

The **Technical Producer** works in the control room and is in charge of organising and playing all of the prepared media for the show, including: the opening logo, green-screen backgrounds, weather, and closing credits.

The **Technical Producer** needs to be on the ball and keep up with what's going on!

### **Autocue Operator**

*Students with good written language skills, long concentration span and good time-management skills*

---

The **Autocue Operator** has an essential role in the running of the show, working closely with the **News Presenters** and the **Weather** team and providing the script for them to read off the camera. They must all practice together to find

the appropriate pace for the presenters to read comfortably, and during the show concentrate carefully, listening to what the presenters are saying and keeping up with them.



## **Camera Operators**

*Students with long concentration span and good listening skills*

---

The **Camera Operators** all take orders from the **Director** through the headset, as well as listening carefully to the **Floor Manager**.

All **Camera Operators** need to stay focused during recording as their main responsibility is getting shots ready.

They will need to be familiar with the script and able to remember a variety of shots, as well as using their own initiative.

## **Wardrobe Team**

*Students with creative flair, good communication and organisation skills*

---

The **Wardrobe Team** is responsible for dressing everyone who is going to appear in front of the camera. They must ensure that each person looks their best, and select clothing that is appropriate to the script. If the class wishes to bring their own make up they can apply

these where necessary as well as doing the hairstyling, allocate wigs etc. At the end of the recording all costumes need to be re-gathered and hung neatly and put away ready for the next production.