

Production Coordinator -

YOU are the production coordinator. You are responsible for making sure that everything about the project runs smoothly. You set deadlines and make sure the rest of your team meets the deadlines. You should create a calendar to plan exactly when your group needs the camera equipment. You set up interviews and footage locations. You should work with the director to make a list of the footage you need and then work with the crew to plan exactly where to find it. You can even be on the crew if you want to see your planning in action. You are in charge of photo releases and all legal stuff in your production. You are the best organizer ever!

Enclosed-

Calendar planning example

Interview wish list

Footage wish list

Photo releases

Data Sheet

You should make-

Calendar (more important than...)

Script outline

Deadlines (make a copy for all members)

Go meet with-

Reporter

Technical coordinator

Director

Editor

Collect data sheets from all group members

Reporter/ Interviewer-

YOU are the reporter and the interviewer. You are investigative and like asking questions. You should have a good idea of how to work with technology, but should also trust your technical person to get your interviews taped. You have to know all the technicalities about interviewing. You have to be able to come up with questions for each subject appropriate for that subject. You should be polite, professional and persistent. You should have no problem confronting strangers. You are part of the crew and should not be camera shy. You should always know where you are going to tape, on what day, at what time. You should be observant, and always notice where the good interviews and footage can be found. You should keep track of where you are going, what you are doing and should write down or record any thoughts you have at the moment.

Enclosed-

Interview guidelines

Interview wish list

Footage wish list

Photo release

Data sheet

Go meet with-

Production coordinator

Technical coordinator

Technical Coordinator-

YOU are the technical coordinator. This means you tape most of the footage. You should know how to use all of the equipment and should know how to take the highest quality video and audio. You may not be proficient on a camera yet, but you will be. This is probably the job where you learn most from your mistakes. You should know how to line up the most creative shots that will make effective video. You should work well with the interviewer because together you will make up the camera crew. You should always know where you are going, what time and should know how to accurately portray your setting. You will also probably be an editor or may work closely with the editor. Know what kind of shots you need, and how to get them.

Enclosed-

Seven deadly camera sins

News Story production vocabulary

Tips for taking good video

Footage wish list

Interview wish list

Data Sheet

Go meet with-

Reporter

Production coordinator

Director/Scriptwriter-

YOU are the director of the production. You get to write the script or documentary breakdown and get to outline the story your group wants to tell. While you should take everyone's opinion into consideration, it is your creative vision which most impacts upon the project. You have to work with the coordinator to decide which interviews are the easiest to find and which are on your 'wish list'. You also have an active role in making the calendar. You get to decide how shots get juxtaposed, which music and sounds to use and how the story will precede. You work right next to the editor and make decisions about what clips to use. You should know a bit about how to edit.

Enclosed-

Interview wish list

Footage wish list

Time code logging sheet

Data Sheet

Calendar planning example

You should make

Calendar (more imperative than...)

Script outline

Go meet with-

Production coordinator

Editor

Editor-

YOU are the editor of the production. You have a job that is heavily dependent on your skills on a computer and with a camera or on your ability to learn how to work with a computer and camera. You should know how to use editing programs such as Pinnacle studio or imovie or can learn fast if you don't know how yet. As the editor, you can also have another production role, but editing is a very important process. You have to work with the director to portray the group's artistic vision. You should know how to put shots, music, sound, clips and graphics together and will learn how to export digital video to tape. You should be proficient on a computer. You should know how to describe all of the shots. You should be a bit of a perfectionist.

Enclosed-

Time code logging sheet

News Story production vocabulary

Data Sheet

You will help make

Script outline

Go meet with-

Director

Production coordinator

## DATA SHEET

My name is \_\_\_\_\_

I am the \_\_\_\_\_ (production role)

I have these periods free during the day

I have these days after school free

Tuesdays

This is my email address

This is my telephone number

I'd like to help out with these roles even if I am not that producer

This is what I really want to see in the project

Something else I want to tell you about me is...



