**Job List**

**Anchors –**

1. Work with the Executive Producer to write a script detailing what you will say to introduce all of the Reporter Packages. You also need to indicate what cameras will be used (Cam 1 and 2 are Anchor Cams, Cam 3 is Sports/Weather/Entertainment Cam). Be sure to indicate when the Graphics Engineer should play the videos and what Mics the Sound Engineer needs to have on.
2. Present the news during the show.

**Executive Producer –**

1. Work with the Anchors to create a script (see above).
2. Be sure to hook up both the computer monitor and the television monitor for the broadcast.
3. While the broadcast is happening, you will begin and monitor the recording of the show.

**Director –**

1. Work with the Camera Operators to connect all three cameras to the Video Board.
2. You control what is shown on the show when. Be sure to read over the script carefully so you know when to switch to certain camera feeds.

**Graphics Engineer –**

1. You need to gather ALL reporter packages and put them on the THAW Space on the show computer. Place all files in an organized folder on the computer, in the order that you will play them. BE PREPARED!
2. Create the Introduction for start of the show and the Credits for the end with all of the cast members’ names.
3. During the show, you operate ALL graphic elements (reporter packages, slides, ect)

**Sound Engineer –**

1. You will equip all necessary cast members with a Wireless Microphone. Test the Mics to be sure that all audio levels are adequate.
2. During the show, you control ALL audio – including audio coming from the computer.

**Camera Operators –**

1. You will set up all tripods, cameras, and cables for the show.
2. During the show, you will be sure to frame up all shots appropriately and follow the script directions to be sure you are filming the appropriate area.
3. You will be responsible for placing all cables, cords, and cameras back together in their respective cases.

**Lighting –**

1. You will be responsible for setting up, taking down, and applying all provided lights for the show.
2. You will also help in any way necessary in other fields as needed.

**Sports/Entertainment/Weather –**

1. You will write a script for your segment. Be sure to include any appropriate Reporter Packages in your script.
2. You are responsible for getting any slides, PowerPoints, or videos to the Graphics Engineer as needed.

**Other –**

1. If you do not have a specific assigned job, you will help as needed with ALL set up and ALL clean up procedures.
2. You will be there to support any job positiion that needs it, and you will not be distracting during the show.