

# Help Wanted



Gı bgYh<]`g'News



Do you have what it takes to be a part of  
the Sunset Hills Morning Show crew?



Student Producer



Camera Operator



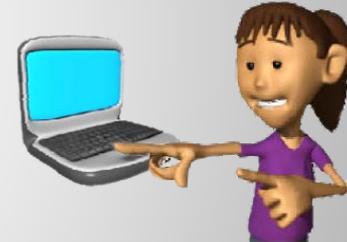
News Anchor



Technical Director



Stage Manager



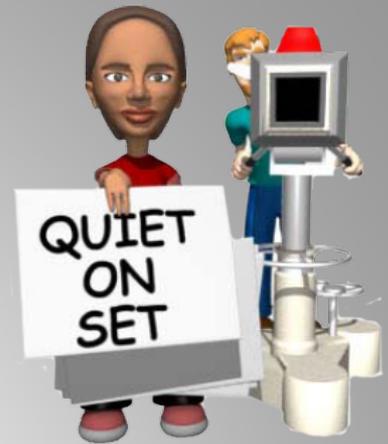
Production Assistant



Audio.Operator

Check out the  
job duties

# Student Producer



- Check sign-in sheet for absent members. Tell Executive Producers to call alternates.
- Work with technical director to sound check both cameras and computer.
- Announce “2 minutes to show time” at 8:33am.
- Cue beginning of the show, “Quiet on the set. Stand by, 5, 4, 3, 2, 1” at 8:35 after the bell rings
- Watch clock for “Moment of Silence.” Cue start again after 30 seconds.
- Watch on air monitor and recommend changes to improve broadcast. Report observations and evaluations after the show.

# Camera Operators

- Move camera into position.
- Turn on camera.
- Make sure camera has enough battery power and minutes left on the tape for the show.
- Zoom, pan, or tilt to set up first shots.
- Be prepared for camera sound check from Executive Producer or Student Producer and Technical Director.
- Listen to script to follow the action of the show.
- Turn off camera and close viewer. Put camera away carefully to charge for the next day.



# Anchors

- Work with partner anchor to personalize script outline for the Sunset.Hills News Show.
- Read script you have created on the SunsetHills News Show.
- Dress appropriately. (Neat and Clean)
- Speak clearly, loudly, and with expression! Remember to SMILE!



# Technical Director

- Turn on monitor to channel 2. Turn to volume 20 to allow AV Operator to cue up school song.
- Conduct camera and computer sound check with the Student Producer before the show begins. TV monitor should be on MUTE for sound checking cameras.
- Make sure TV is on MUTE before the show begins.
- Follow script order and directions to make smooth transitions between shots.
- Use the video switcher to change broadcast shots between camera 1, camera 2, the computer, and DVD player.
- Cue talent to begin speaking after the switches are made
- Turn off TV monitor once show ends.



# Stage Manager

- Prepare set with table and chairs ready for broadcast.
- Set out name cards for anchors.
- Set up and turn on microphone for guest speaker.
- Work with camera operator to prepare the guest reader for the show.
- Turn off microphone and put it away.
- Make name cards for anchors.
- Create seasonal backgrounds for guest readers.



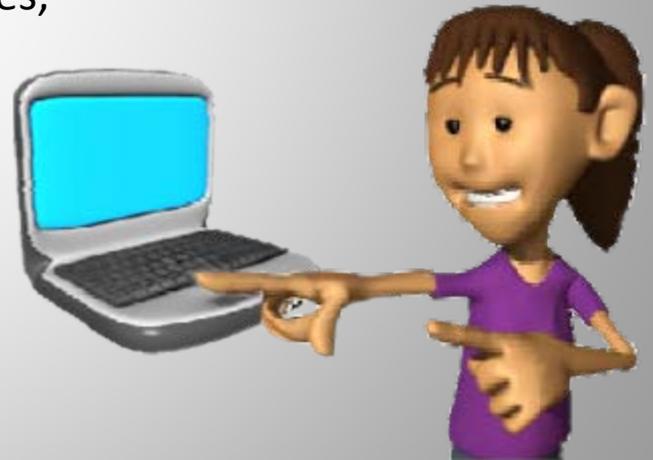
# Audio Operator

- Understand script and ensure audio is on at correct times.
- Cue up video audio.
- Take cues from the Student Producer or the Technical Director during the show.



# Production Assistant

- Assist Executive Producers to prepare materials for shows, including opening and closing slides and slides for the Pledge.
- Run slides on the laptop during show, including beginning slides, Pledge, any special slides or movies, and the closing slide.



# Apply Now!!!

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