Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Martingano / McKenna Broadcasting 1

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Roles & Responsibilities

For Production Team Members

As we transition from the classroom to the studio and back, each team member will have a role and several responsibilities. Throughout the first semester, production teams will rotate roles to ensure that each member has had experience in each role.

**Preproduction** - *Classroom*

**Copywriter**

* Each member of the team will take on the role of Copywriter.
* The Copywriter is responsible for the following:
  + Brainstorming ideas and researching facts
  + Creating scripts
  + Formatting and submitting drafts of scripts
  + Printing scripts for each team member
  + Rehearsing scripts and providing feedback

**Production** - *Studio*

**Recording Engineer**

* One member of the team will take on the role of Recording Engineer.
* The Recording Engineer is responsible for the following:
  + Bringing the team flash drive into the studio
  + Cueing the Talent
  + Recording using Adobe Audition
  + Saving the mp3s on the external hard drive (I) and the flash drive
  + Closing all programs on the computer without logging off
  + Returning the flash drive to the team folder

**Sound Engineer**

* One member of the team will take on the role of Sound Engineer.
* The Sound Engineer is responsible for the following:
  + Testing the levels of the Talent in the VU Meter
  + Leveling the sliders accordingly
  + Enabling Program 1 (or 3 depending on the project and with permission from Ms. Martingano or Ms. McKenna)
  + Running through the script with the Talent
  + Returning the soundboard back to its original state

**Talent**

* Two (or three, in teams of five) members will take on the role of Talent.
* The Talent is responsible for the following:
  + Bringing the scripts into the studio (one copy for each talent and one for the Engineers to share)
  + Running through the script with the Sound Engineer
  + Adjusting the microphone/talent position as needed
  + Performing the script with proper energy and enthusiasm
  + Taking notes from the Engineers or teacher
  + Returning the microphones to original position
  + Returning the scripts to the team folder

**Postproduction** – *Classroom*

**Editing Manager**

* Engineers share this role.
* The Editor is responsible for the following:
  + Retrieving the team flash drive
  + Editing the project in Adobe Audition
  + Saving the project session
  + Creating and saving a mixdown of the project on the flash drive
  + Saving a copy of the finalized project in the external hard drive (I) in the studio

**Promotion Manager**

* Talents share this role.
* The Promotion Manager is responsible for the following:
  + Submitting the finalized version of the script to Ms. Martingano or Ms. McKenna
  + Creating and submitting individual written critiques of personal studio performances (one paragraph per Promotion Manager)
  + Assisting Engineers
  + Awaiting further instruction

