

Roles in a Television Studio Program

Cameraperson gets the shots that the director commands

- 1) Set up tripod, loosen side screws.
- 2) Open the iris (inner ring)
- 3) Put on and adjust intercom

Camera settings: Put in MANUAL mode. Use Inner ring on lens to adjust exposure (f stop) . ZOOM all the way in to subject and FOCUS by turning outer ring on lens or by pushing focus buttons on handle then zoom out. Remember to keep the eyes of the subject 1/3 of the way down from the top of the picture.

TILT means move the camera up and down. PAN means move it left or right.

Floor Manager communicates between the Director and the Talent

- 1) put on and adjust intercoms
- 2) gather or create “cue” cards
- 3) talk with host and guests to find out what will happen on the show
- 4) Communicate that information to the director
- 5) Yell QUIET ON THE SET and work with director and audio person on mic check.

During the program you will CUE the talent and point them to the correct camera. Yu will hold up CUE CARDS to communicate. You will also give the WRAP UP sign.

Audio Technician takes care of microphones and music through the audio mixer

- 1) Turn on audio mixer button right rear.
- 2) Check batteries, put microphones on “talent”
- 3) Connect mics to audio mixer.
- 4) Do a mic check, POT up each mic, one at a time with someone speaking into mic.
- 5) Test music source (cd, tape player, etc.) or video roll-in
- 6) Cue up music or roll-in
- 7)

Listen to director’s command for BRING UP MUSIC, BRING DOWN MUSIC , MIC (and cue) TALENT

Technical Director (T.D.) does the hands-on switching.

- 1) Learn Globecaster settings, bring up C.G. program file
- 2) test mixing and wiping, and fading to black
- 3) label videotape and get ready to insert it in the vcr
- 4) discuss opening sequence with director
- 5) on ROLL, RECORD and CONFIRM command put in videotape and press play and record when VCR numbers are moving say "ROLLING"
- 6) On READY command always have your fingers ready to TAKE or MIX the next camera.

Graphics person (C.G.) puts the words on the screen

- 1) develop list of all graphics, titles, names of host and guests (with correct spellings and affiliations)
- 2) Enter these into the C.G. and note which page is which.
- 3) Check with director and or producer re: size, font and color selection
- 4) Do a run through

Director coordinates all the elements of the production

- 1) Develop a program script with producer
- 2) Tell camerapeople what shots you will be expecting of them
- 3) Look over graphics
- 4) Discuss "transitions" with T.D.
- 5) Practice your COMMANDS always start with READY and then the person you need to have do something (Ready, to mix Camera One.) (Camera One, get ready to zoom out after We TAKE camera two) (get READY to roll audio)

Producer originates the idea and oversees the content

- 1) Develop the idea of the program, what will the format be? Where will it be taped?
- 2) Develop the structure for the show. Develop a structure for the series.
- 3) Get the TALENT for the program
- 4) Assign a crew including Director
- 5) Design or get a designer for the set
- 6) Secure music