

Job titles for running media/newswriting

Show producer (1 per show)

- makes sure he/she knows PBS character trait that guides show
- meet with package groups (students making content) and find out what they are doing.
- create rundown for show
- check on group progress
- organize extra meetings if needed to complete work.
- export final show to quicktime movie by Wednesday prior to airing

Package director (1 per story or piece)

- complete story/piece pitch sheet
- Plan the TIAS
 - topic
 - issue
 - angle
 - subject
- present to teacher and producer
- set deadline for group to finish. Keep in mind air dates.
- manage production
- meet with producer or teacher if having problems

Package Photog (1 per story or piece)

- Checks camera before filming
 - batteries
 - sd card
 - white balance
 - iris
- Checks tripod for head and level
- makes sure when filming, there is good lighting
 - no backlight
 - adequate face lighting
- Makes sure background is uncluttered and compressed (if possible)
- Makes sure tripod is level and used at all times

Package Audio (1 per story or piece)

- Checks mics before you leave room--makes sure audio is clean before leaving
- checks batteries in receiver and mic
 - takes extra batteries for longer shoots
- Stops the shoot if audio quality drops or is lost--IMMEDIATELY

Reporter (1 per story or piece)

- Researches the interviewee prior to interview--knows what the person does and everything about them they can find
- schedules pre interview
 - in pre interview--gets to know subject; talks about everyday things as well as topic of interview--becomes friends with subject
- schedules actual shoot interview
 - makes sure the group is on time
 - makes sure that covers talking points
 - makes sure to follow questions--LISTEN to subject and respond appropriately
 - watch body language of subject--make sure they are looking at you and seem comfortable
- Records VO

Writer (1 per story or piece)

- transcribes the interview on a google doc that is shared with group and teacher
- looks for story sound bites
- works with reporter, producer, and teacher to FIND the story
- writes the VO
 - writes to the corners
 - writes to and from the soundbites

Editor (1 per story or piece)

- create folder on desktop labeled falcon_features_date to be aired
- set up scratch disk directing everything to folder you just created and project file under his or her computer
- puts story together
- Checks audio levels
 - keeps below -12
 - sets all audio to pan 0
- looks for natural sound pops to add realism
- ramps up and down audio at beginning and end of clips
- L and J cuts soundbites

Media Master (2 per class)

- Tweets new show teaser
 - just a short summary with link to mwisfalconnews.com
- Facebooks new show teaser
 - short with link
- Instagrams image of students working on show
- submits tumblr feed to PBS--Thai De Silva of student work update
 - summary of what we are doing
 - pics of students working

Web Master (

- Uploads videos to vimeo channel when completed--MUST be done by MONDAY
- Uploads videos to mwisfalconnews.com when completed--MUST be done by MONDAY
- updates calendar on edline
- updates news on edline
- updates pictures on edline

Design Master

- Creates thank you cards
- Creates flyers for events
- Creates Graphics for t-shirts, etc.

After Effects master

- creates intro for show
- creates typography of character trait
- creates any other after effects projects