

Name: _____ Period: _____ Date: _____

All Jobs Completion Sign-Off: _____

Broadcast Studio Job Function and Equipment Checklist

1. Anchor/Announcer: _____ (check-off)

Job Function - Presents the News and/or Event; Reads from Teleprompter, Rehearses content script.

Equipment – Microphone checks (on/off); anchor desk clear, chair height set

2. Teleprompter Operator: _____ (check-off)

Job Function – Downloads announcement script to computer as .txt file to “documents” directory; Imports .txt file to Prompt software application and formats for Anchors; runs Teleprompter in practice and live broadcast with Anchors, controlling scrolling speed for delivery.

Equipment – Computer, Monitor and Teleprompter software

3. Video Switcher Board Operator: _____ (check-off)

Job Function – Manages the multiple video feeds which include the Anchor camera, guest audience camera, studio computer, and DVD player; coordinates with the Sound Engineer and Computer Operator to switch/transition between audio and input feeds; utilizes video switch functions such as PIP, and other transitions.

Equipment – Video Switch, monitor, remote.

4. Audio/Sound Engineer: _____ (check-off)

Job Function – Manages the multiple audio feeds, which include the Anchor microphones, studio computer, and DVD player; coordinates with the Video Switch Operator and typically runs the Studio Computer.

Equipment – Sound Board, headphones.

5. Studio Computer Operator: _____ (check-off)

Job Function – Manages the computer-generated content for on-air, including the Powerpoint intro and audio and web-based video; coordinates with the Video Switch Operator and runs the Sound Board as well.

Equipment – Computer, headphones.

6. DVD Operator: _____ (check-off)

Job Function – Manages the DVD content for on-air; typically run by the Sound Engineer and/or Video Switch Operator.

Equipment – DVD player.

7. Studio Lighting: _____ (check-off)

Job Function – Manages the studio lighting, which includes balancing the spot lighting for Anchors and guest audience, and shutting down after the on-air production; coordinates with Video Switch Operator and Production Director. Typically operated by the Sound Engineer and/or Video Switch Operator.

Equipment – Studio lighting control switch box.

8. Production Director: _____ (check-off)

Job Function – Coordinates all job functions, makes sure all equipment is operational and cued up; directs the on-air production from outside the studio once it begins – includes cuing the Sound Engineer.

Equipment – None.