



Eagle News Crew's Job Descriptions

- **News Anchors:** You are representing the whole Crew. It is important that you are prepared and ready to deliver the news each assigned week; Learn and update the news script: weather, lunch choices, fun facts, and any additional news. Learn your lines!!!
- **Director:** You are running the show. Therefore, it is important that you get the whole crew FOCUS and READY to record. Your main job is to get everything and everyone in place for the recording. You will work with the Camera Operator to make sure that the news anchors, our guests for the Pledge, and any other guests are in position for the camera. You will also be the Crew's interviewer as needed.

Your other responsibility is the pacing and timing of each take. You need to work with the Camera Operator on the count – 3 seconds before and after! Please put the "Do Not Disturb – Eagle News' Recording In Progress!" sign on the door.

- **Camera Operator:** What they will see is how you record the show! You need to have the Padcaster ready and in position for the news recording. Is the volume on? Is the microphone on? Is the screen focused? Zoom in/out properly. You will work with the Director to make sure that the news anchors, our guests for the Pledge, and any other guests are in the position for the camera.
- **Clean up** - The whole crew needs to help and put everything back in place before going back to class.

***Note:** Ms. K reserves the right to remove you from the Crew if your behavior, unpreparedness, and/or attendance become problematic and disruptive to the news recording.