

Help Wanted

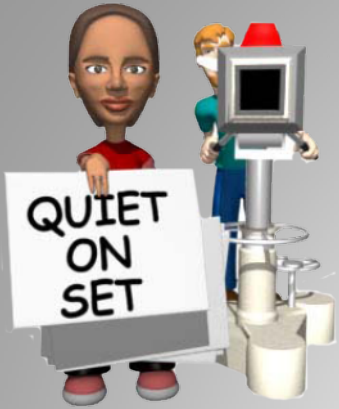


Nelson Knightly News



Do I have what it takes to be a
part of the Nelson Morning
Show Crew?





Student Producer



Camera Operator



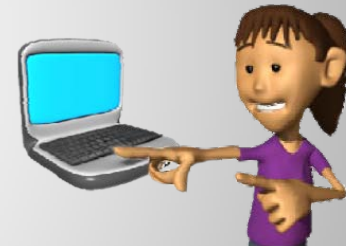
News Anchor



Technical Director



Stage Manager



Production Assistant



Audio/Visual Operator

Check out the
job duties



Assistant Student Producer

Student Producer



- Check sign-in sheet for absent members. Tell Executive Producers to call alternates.
- Work with technical director to sound check both cameras and computer.
- Announce “2 minutes to show time” at 9:03.
- Cue beginning of the show, “Quiet on the set. Stand by, 5, 4, 3, 2, 1” at 9:05 after the bell rings
- Watch clock for “Moment of Silence.” Cue start again after 30 seconds.
- Watch on air monitor and recommend changes to improve broadcast. Report observations and evaluations after the show.

Assistant Student Producer

- Get announcements from the office and give them to the anchors.
- User intercom in the office to tell classrooms to turn on their TVs for the Knightly News Show.
“Please turn on your TV to channel 17. The Knightly News Show will begin in 2 minutes”
- Run Teleprompter during the show and update the script as requested by the anchors.
- Turn off the computer and TV after the show.



Camera Operators

- Move camera into position.
- Turn on camera.
- Make sure camera has enough battery power and minutes left on the tape for the show.
- Zoom, pan, or tilt to set up first shots.
- Be prepared for camera sound check from Executive Producer or Student Producer and Technical Director.
- Listen to script to follow the action of the show.
- Turn off camera and close viewer. Put camera away carefully to charge for the next day.



Anchors

- Work with partner anchor to personalize script outline for the Knightly News Show.
- Read script you have created on the Knightly News Show.
- Dress appropriately. (Neat and Clean)
- Speak clearly, loudly, and with expression! Remember to SMILE!



Technical Director

- Turn on monitor to channel 17. Turn to volume 20 to allow AV Operator to cue up school song.
- Conduct camera and computer sound check with the Student Producer before the show begins. TV monitor should be on MUTE for sound checking cameras.
- Make sure TV is on MUTE before the show begins.
- Follow script order and directions to make smooth transitions between shots.
- Use the video switcher to change broadcast shots between camera 1, camera 2, the computer, and DVD player.
- Cue talent to begin speaking after the switches are made
- Turn off TV monitor once show ends.



Stage Manager

- Prepare set with table and chairs ready for broadcast.
- Set out name cards for anchors.
- Set up and turn on microphone for guest speaker.
- Work with camera operator to prepare the guest reader for the show.
- Turn off microphone and put it away.
- Make name cards for anchors.
- Create seasonal backgrounds for guest readers.



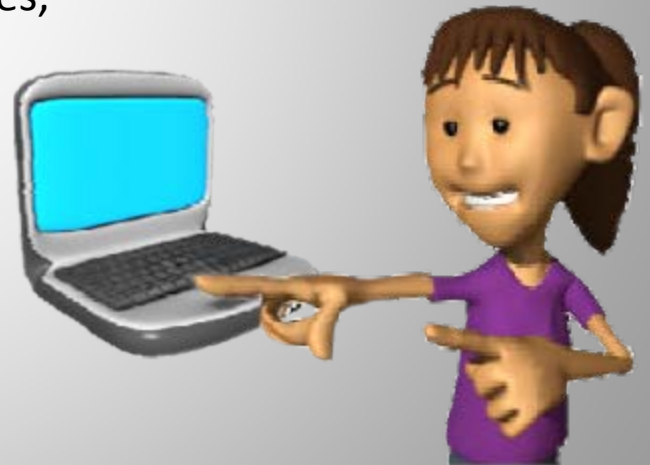
Audio/ Video Operator

- Understand script and follow script order and directions.
- Cue up video for school song.
- Take cues from the Student Producer or the Technical Director during the show to play the School Song.



Production Assistant

- Assist Executive Producers to prepare materials for shows, including opening and closing slides and slides for the Pledge.
- Run slides on the laptop during show, including beginning slides, Pledge, any special slides or movies, and the closing slide.



Apply Online

[Nelson Morning Show Application](#)

