



Studio Job Descriptions

There are many positions at KOCT, and every position has different responsibilities. Every job is important. If you find yourself with downtime, ask what you can do that would help others.

KOCT Supervisor:

The Supervisor's responsibility is to explain the role of each position to all employees and confirm the employees understand and can perform said duties. It is also the Supervisor's responsibility to conduct safety meetings, get safety paperwork signed and given to Administrative Assistant for employee's folders, and ensure employees meet projects deadlines. Supervisors should have experience with Microsoft Word, Excel, and Outlook.

KOCT Producer:

The Producer's role is to oversee all aspects of the [production](#), from coordinating and scheduling guests, to supervising the finalization of the editing process. Producers are responsible for writing all questions, VOs, and ADRs pertaining to the story, and are to give clear instructions to the Director, Camera Operators, and crew as to which "style" of video he/she wants before starting a project. After project is recorded, Producers are to meet with the Editor to discuss which "style" of the video is best. Producers are expected to have routine correspondence with Supervisor and Editor to ensure project is completed by due date.

**Take note:

- Production Supervisor, Station Manager, and/or Executive Director must finalize every project before airing.
- On ENG productions, Producers are responsible for ensuring that crew gets all breaks and meal breaks per California Law.
- For studio productions, Producers must gather and present all b-roll to the Director with ample time before the recording takes place.

Studio Positions:

Requirements for all studio positions at KOCT are as follows:

- Must be able to lift 50lbs
- Must be able to work in a physically tasking environment
- Must be able to maintain a safe and organized workspace
- Must be able to set-up equipment properly
- Must know how to safely arrange and maintain equipment, especially in a public space

KOCT Director:

The Director's role is to have a clear vision and understanding of the show being recorded, and be able to express that vision comprehensibly to the crew. He/she should have specific directions from the Producer, and relay them down the KOCT Hierarchy. By doing so eliminates any confusion the crew members may have, thus solidifying the Director's instructions. KOCT's Director and Technical Director positions are often combined; therefore, as a Director, you must be able to operate the switcher and make cuts quickly.

Before a show, collect any b-roll and special instructions from Producer, find out whom the guests are, convey the timing breakdown of segments to the talent, and collect other points of interest that could improve the production. All essential information must be delivered to the rest of the production crew, especially the Assistant Director.

Ensure the AD will create graphics on-time. The Director should always convey to the Camera Operators what shots are required, before, and throughout the entire production. Do a quick rehearsal to make sure that video, audio, roll-ins, b-roll, and CGs are all working correctly. After the show, ensure the crew is breaking down correctly, perform all post-production responsibilities, and ask crew if any equipment is in need of repair, then report it to the Production Supervisor via KOCT email.

KOCT Assistant Director (AD):

The AD's job is to assist the Director with anything he/she needs. The Assistant Director position is one that requires multi-tasking, but the main focus of the position is Computer Graphics Operation. The Director may require the AD to relay information to the crew, gather the crew for rehearsal, or assist with the planning of the shots.

Before the show, review graphics with guests to ensure correct information. During the production, keep track of time, give verbal cues to the Floor Director to relay to the talent, and

switch between graphics by listening to verbal cues and monitoring the program feed.

It is also the AD's responsibility to assist in directing Camera Operator's shots, load and check all breaks, opens, b-roll, and any other roll-ins to make sure they all play properly prior to show time. The AD is next in command during pre-production and production and should be able to assume the Director's responsibilities, if need be.

KOCT Floor Director (FD):

The Floor Director is the manager of the studio, as well as, the communication between the Director and the talent. At KOCT, the FD may need to run the teleprompter. When working as Floor Director, He/she is the face of KOCT, and must always be professional at all times. The Director trusts the FD to communicate precise directions to the Talent, while keeping the talent content. Some Talent at KOCT may not be experienced in front of the camera, so they look to the FD to keep them relaxed and looking sharp.

Before the show, the AD is responsible for prepping the Green Room with coffee, water, mugs, cup, and condiments. As the guests arrive, greet them in the KOCT lobby, escort them into the Green Room, and have them fill out a release form. After that is completed, correspond with the Director, whom will deliver further instructions.

During the show, the FD is in charge of managing the Talent, Guests, Camera Operators. Be sure to project one's voice and be clear in one's directions to the talent – **Be sure to not convey any confusion** that may be happening in the control room to the studio floor. **The Floor Director must remain on headset at all times.** The Floor Director will give precise cues to the talent and will need to refrain from making any distracting movements that the host may mistake for a cue.

Since the Floor Director is in charge of the studio floor, it is advised that he/she look for anything that is not in compliance to safety regulations. Please be aware of loose carpeting and cabling that may have gone astray.

After the show, the FD will need to clean the green room and load all washer-safe dishes into the dishwasher. Before FD leaves, the show's run-down needs to be stapled to the front of all release forms and placed on Administrative Assistant's desk. Inform Director of any damaged equipment.

Photographer:

Before the show, the assigned photographer must ensure the SD card has adequate space to hold all ensuing photos. After doing so, he/she will take photos of the KOCT crew setting up, guests

getting makeup done, and any other discretionary photos.

During the show: Between segments, be sure to capture pictures of the host(s) and guests on set. Do **not** take flash photography during recording.

After the show, all pictures need to be loaded with appropriate names into the New Pix Library on the F Drive – please send an e-mail to all staff stating the location of the photos. When finished, Be sure to store camera in its correct place before leaving.

Audio Technician (AT):

The Audio Technician's goal is to produce quality sound in diverse productions. You will need to monitor the audio for each guest and monitor the levels for any roll-in or breaks - the AT will look to the Director or the AD for cues as to when these will occur.

Place the microphone where it can pick up the best audio while maintaining an inconspicuous location. All XLR cords that will be located in high traffic areas need to be secured by either tape, or floor mats. Testing levels is crucial to production value, and it is best way to find any problems before airtime. After testing, it may be useful to catalogue the channels, for example: (e.g. host on channel 1, guest 1 on channel 2...).

During the production, continuously check the audio levels, and be prepared for any roll-ins ahead of time to ensure for a seamless transition from live audio to recorded audio. Set-up an intercom and IFB if required.

After the production, put all faders at down, wrap up headphones, remove all gaff tape from cables, wrap and put away all audio cables, clean and organize mics in correct boxes for storage, and assist other crew members. Inform Director of any damaged equipment.

Camera Operators (CO):

Camera Operators will follow the Director's commands quickly, without question or hesitation. It is CO's responsibility to properly set up all cameras. Camera Operators are to clock in and be ready to work in the studio by crew-call. He/she must make sure that all the parts to the camera are secured and all cameras are placed in the correct location and height according to the Director's specifications. CO should balance and bubble the cameras and test the drag on the tilt and pan to ensure smooth motion throughout the program.

Camera Operators should make sure all cameras are plugged in, all cords are covered neatly, and all headsets are plugged in and working properly.

Camera Operators are responsible for cleaning camera lenses and white balancing. **Never leave the**

tripods unlocked when unattended. During production, it is the CO's duty to follow the Director's instructions and adjust his/her shots quickly while maintaining focus and iris levels.

Once the production ends, CO's must clean up his/her equipment minding the safety of everyone still on location, and inform Director of any damaged equipment.

Lighting Technician (LT):

The lighting technician will be responsible for coming in ahead of time to set up lighting for the set being used. They should receive information from the Producer or Director informing them the number of guests, as well as any other special arrangements needed for certain segments. LT should use three-point lighting per guest and host. It is important to know how the set will look ahead of time so it can be light correctly. LT are to use the scissor lift or ladder (minimum of two employees to use ladder) to hang the lights needed. **Always follow safety protocol.**

To hang lights, conduct set up in this order: stirrup, light, safety chain, and power source. Note the number of each light used, adjust fader accordingly on lighting board. LT's must write down the numbers used, or create a preset on the lighting board. He/she can use KOCT employees to test the lighting. Inform Production Supervisor of any damaged equipment.

Cablecast Technician:

The Cablecast Technician position requires a variety of specialized and technical duties related to the management, broadcast, and organization of programs recorded and received at the station. This technical-based position will ensure that both channels are up and operating, so the new programming will be preserved for the years to come.

*See Cablecast Technician manual for detailed instructions.