

TV Station Camera Operator

You will work with the Host and Director to coordinate interviews for the TV Station. You and the CEO are responsible for producing the video production of your school day at *JA BizTown*. Working together and communicating are very important for the production to be complete. The Advertising Executive or Reporter will fill in for you while you go on break. Make sure they understand how to operate the cue card iPad in the recording booth.

1. Read Directions

Read the directions for recording in your blue folder, located in the wall pocket in the recording booth.

2. Record Morning Video Segments



During the Business Start-Up time, you will begin recording the Morning Video Segments shown on the **TV Recording Schedule board** in the recording booth.

3. CEO Interviews



During the lunch breaks, the Director will begin to bring CEOs from each business into the studio to be recorded in the recording booth. **REMINDER:** The Director should check ahead of time to be sure that if a citizen has an orange dot on their nametag, that means they do NOT have permission to be recorded. You should double-check for orange dots on nametags as well.

4. Recording Information



- Check to see if the Host and Director are ready. Close the sliding door to the recording booth. Be sure the “set” is prepared by announcing “all quiet on the set.”
- When the Director gives the cue to begin, start recording the interview using the Camera app on the Camera Operator’s iPad.
- Continue working with the Host and Director until you have recorded all segments listed on the TV Recording Schedule board on the wall in the recording booth.

5. AirDrop



Be sure to AirDrop each video you record to the CEO’s computer (**BizTV’s Mac Mini**). Tell the CEO when you do this so they can be sure to see and accept it on their computer. **Do this after each video you record.**

6. Give Directions to Ad Executive or Reporter



The Advertising Executive or Reporter will fill in for you while you go on break. Make sure they understand how to operate the cue card iPad in the recording booth and the Camera Operator iPad to record segments.

7. Clear iPad



Use the directions in the blue manual to clear videos from the Photos app on the iPad at the end of the day.

8. Clean Up

Assist with business clean up at the end of the day.