

# Wired Job Descriptions

**Executive Producer:** This person is a resource for groups and WIRED personnel to utilize for project support, technical questions, and general production requests. This position works with the instructor to oversee the entire broadcast process.

**Progress Producer(s):** This person keeps tabs on group package progress to ensure that deadlines are met and packages make it from brainstorming to being scheduled on wired. This position is in charge of keeping groups on track daily.

**Director:** This person runs the daily newscast. They will run the production meeting first thing and meet with the Executive and Progress Producers to discuss any important business before the show. This position works with all the WIRED personnel to ensure a smooth show and calls the shots during production.

**Floor Director/Associate Producer:** This person works with the director to communicate details between the control room and the main studio. This is the director's right hand person for taking care of issues with the newscast. This position also serves as a secondary FILL-IN position.

**Broadcast Technician:** This person runs the video mixer according to the director and script to ensure the correct asset is broadcast. This includes communicating with the VTR operator for package integration and the CG operator to load titles and backgrounds.

**Video Assist Operator (VTR):** This person collects the packages and times out the script during run-throughs to determine the correct lead time for package playback. During broadcast this person controls the computer for package playback and works with the broadcast tech.

**TelePrompTer:** This person is in charge of loading the script from the instructor into the TelePrompTer System. During pre-production and run-throughs this person works out the perfect timing for prompter playback and makes any adjustments to the script.

**Audio Engineer:** This person is in charge of audio for the production. They run tests with anchors to get even vocal levels, make sure lapel mics are hidden, and run the sound mixer during production. Audio should always be kept to -12 across all inputs.

**Camera 1 & 2:** These operators are in charge of negotiating camera movements during the broadcast. They work with the anchors and director to determine appropriate camera work to keep the action flowing. This includes ensuring the focus and framing are clear as well as supporting teleprompter operation.

**Associate Producer (Fill-In):** This person is comfortable performing any position on the broadcast. This person supports all positions during production and during an absence performs the job for the individual.

**Anchors:** This person is responsible for delivering the script professionally. They should come to class on broadcast days dressed for broadcast. There can be up to 4 people fulfilling these roles. Main Anchors (1 & 2), Sports Anchor, Announcement (Utility) Anchor.