**STUDIO POSITION GUIDE**

This guide describes the positions required for a live production. Please refer to this guide when doing a live shoot in the CSUEB TV Studio.

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### CONTROL ROOM

- **Producer**
- **Director**
- **Technical Engineer**
- **Tape Operator**
- **Teleprompter Commander**
- **Master Audio Technician**
- **Scriptwriter/Script Supervisor**

### STUDIO

- **Floor Director**
- **Camera Operator**
- **Lighting Director**
- **Gaffer**
- **Key Grip**
- **Grips**
- **Minor Audio Technician**
- **Talent**

### ADDITIONAL STUDIO POSITIONS

- **Craft Service Director**
- **Make-up Artist**
- **Wardrobe/Stylist**
- **Prop Manager/Set Designer**

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**CONTROL ROOM**

The control room is the heart of every studio production and contains the creative engineers of the entire production. All orders and directions come from the control room. Pay close attention to these position descriptions.

**Producer** - THE BIG BOSS. The producer is the person in charge of the production. This is the person who comes up with the main concept of the production (or collaborates with others to form a solid concept), and works with others to create a masterpiece. The producer must be a good manager of people and resources. Organization is a must. In a professional production, the producer also controls the finances of the production. The success of any production is the responsibility of the producer.

**Director** - The director works closely with the producer to implement the vision. The director assigns tasks and rolls to other members of the production team. He or she must explain set-design, shooting requirements, staging, lighting, audio, and technical video requirements to both the producer and to the team. In this regard, the director acts as the translator between the vision and the reality. He or she is responsible for the “look” of the production. In addition, the director is responsible for working with the talent of the production, to direct the action that the script requires.

**Technical Engineer** - The Technical Engineer is responsible for operating the Video Toaster 3 (VT3), the program used in the CSUEB control room to record a production. This position requires quick thinking. The technical director not only manages the switcher in the control room, but is responsible for digital audio switching and cueing up graphics and text within the program. This person must spend time getting to know the system before a production shoot. The Technical Director takes orders from the Producer and Director during the production shoot and must be able to follow those orders promptly.

**Tape Operator** - The Tape Operator is responsible for queueing the tape that the production will be recorded on. The Tape Operator will press record and stop when given the order by the Producer or Director. The Tape Operator is also responsible for queueing up roll-in footage for the production, as well as music. When given the cue, the tape operator will play selected the clips.
**TELEPROMPTER COMMANDER** - The Teleprompter Commander is responsible for controlling all things teleprompter related. This means entering the script into the teleprompter, working with Talent to adjust speed and script emphasis, and operating the teleprompter during production.

**MASTER AUDIO TECHNICIAN** - The Master Audio Technician is responsible for the sound quality of a production and for managing the main mixer. This person selects the proper microphones for the production, monitors audio levels on the main mixer, and is in charge of audio testing before production. The Master Audio Technician works closely with the Minor Audio Technician.

**SCRIPT WRITER/SCRIPT SUPERVISOR** - The Scriptwriter works with the Producer to interpret content into the language of television. Scripts must be engaging and have good dialogue. In addition to creating a script, the scriptwriter often acts as the Script Supervisor for CSUEB productions. This means that they are responsible for making sure that all the needed elements of the script are being followed. This includes dialogue, specific actions, and the continuity of a shoot (“continuity” means the camera angles for specific scenes, talent movement and staging, costumes, consistency, and so on).

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**STUDIO**

The Studio is where the magic and most of the action happen. This is where your production is staged. The positions in this area must be team players. The smoothness of a production depends on it.

**FLOOR DIRECTOR** - The Floor Director takes all his or her orders from the control room. The Floor Director makes sure that the studio is organized, that the orders given by the Director and the Producer are followed, and that any last minute details and requests for the production are met. This means that the Floor director keeps the studio crew organized, giving them orders that come from the top as far as camera positioning, lighting, talent direction, audience participation, and so on. In this sense, the Floor Director acts like a messenger between the control room and the studio.

**CAMERA OPERATOR** - The Camera Operator controls the studio cameras for a production. This person listens over a communication system for orders from the control room. When physically moving the camera, this person must have an assistant, or Grip, to help.

**LIGHTING DIRECTOR** - The Lighting Director is responsible for all things related to lighting. This person controls the lighting board and directs the Gaffer for light positioning. This position also works with the Technical Engineer, the Director, and the Floor Director to make sure that the lighting conditions meet the needs and concepts of the production.

**GAFFER** - The Gaffer is the person responsible for moving lights, angling lights, and helping the Lighting Director determine what studio lights to use for the production. In short, the Gaffer is the lighting assistant.

**KEY GRIP** - The Key Grip is the director of a team of Grips. The Key Grip works to maintain functionality of camera movement, does dolly and tripod adjustment, and works closely with the Lighting Director and Gaffer to supply them with any assistance necessary.

**GRIP** - A Grip is managed by the Key Grip. The responsibilities of a Grip are to make sure that all the needs of the production -- sets, lighting, movement of equipment, and so on -- are met. Grips take direction strictly from the Key Grip.
MINOR AUDIO TECHNICIAN - The Minor Audio Technician is responsible for setting up the talent with the correct microphones, as directed by the Master Audio Technician and the Floor Director. This person is also responsible for making audio adjustments during audio testing and during a production as needed.

TALENT - Talent are the actors, actresses, hosts, and subjects of the production. They take orders from the Director and the Floor Director.

ADDITIONAL STUDIO POSITIONS

The Additional Studio Positions listed below help provide the perqs for a studio production. They help the production run smoothly and provide the extra artistic touches that make a production magical.

CRAFT SERVICE DIRECTOR - The Craft Service Director takes care of organizing all the food and drinks for the cast and crew of a production. This person works with a group of people to supply a spread of food for the cast and crew that will keep the crew motivated.

MAKE-UP ARTIST - The make-up artist makes sure that the Talent look excellent every step of the way. This person works closely with the Wardrobe Stylist to ensure that the Talent physically reflect the vision of the Producer. The Make-up artist also must be on-call during the production shoot to do touch-ups and powdering in case the Talent get too shiny.

WARDROBE STYLIST - The Wardrobe Stylist takes care of arranging the clothing and accessories for the Talent. This person works with the Make-Up Artist and the Producer to achieve the look that the Talent must have to make the vision complete.

PROP MANAGER/SET DESIGNER - The Prop Manager/Set Designer can be two jobs or one job. As Prop Manager, this person is in charge of organizing and supplying the props (items) needed for a shoot. As Set Designer, this person works with a team of Grips (sometimes carpenters are included) to construct a set that the production will film in. This means finding and supplying set items (furniture, background elements, and so on), working with a group of Grips to construct the set, and being on hand for the production shoot for any needs that arise.

STAFFING NEEDS FOR THE CSUEB STUDIO

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