

## Roles and Responsibilities for Personal Narrative and Informational Documentary

| <b>Role/Job</b>                           | <b>Responsible for:</b>   | <b>Skills</b>  |
|---|---|--|
| <b>Project Manager</b>                    | The overall coordination, operations and production of the documentary. This includes tracking the progress of the various tasks (artwork, research, editing, etc.) | Organized and responsible; very good at details and has good rapport with classmates.  |
| <b>Camera Operator</b>                    | Recording the interview and other visual materials  | Technical knowledge of setting up and adjusting the camera and its accessories; loads and maintains film and camera. Has a good understanding of the parts of the camera and is able to operate the camera with precision. |
| <b>Researchers / Internet Specialists</b> | Locating information and primary source material using the Internet, textbooks, library and other sources   | Has good knowledge of using library catalogues, the CD-ROM and the Internet. Is able to use the different Internet search engines to locate images and primary sources.  |
| <b>Video Editors</b>                      | Creating the documentary using iMovie   | Good knowledge of iMovie; connects the camera to the firewire of the computer and imports the video from the camcorder; is detailed oriented works with precision  |
| <b>Interviewers</b>                       | Asking questions of the subject during the taping of the interview  | Has good knowledge of the topic and is able to communicate well with others; is a good listener and able to connect materials read with those presented by the interviewee   |
| <b>Artists</b>                            | Creating any artwork that is used in the documentary, as well as scanning and editing   | Has good knowledge of visual layouts; use paint to create graphic material and lettering; develops, sketches and/or prints creative ideas  |
| <b>Narrator</b>                           | Communicating the script in an interesting and dynamic way.   | Has a clear voice that reflects the tone, atmosphere, style, personality of the work<br><br>Clear enunciation, proper pitch and being able to read with enthusiasm and interest.   |
| <b>Audio Editors</b>                      | Collecting, recording audio only elements (sound effects, music, etc.   | Musically inclined   |