

Roles and Responsibilities for Public Service Announcements

Role/Job	Responsible for:	Skills
Project Manager	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.
Camera Operator	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.
Researchers/Internet Specialists	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.
Video Editors	Creating the documentary using iMovie or Windows Movie Maker	Good knowledge of iMovie or Windows Movie Maker; connects the camera to the firewire of the computer and imports the video from the camcorder; is detailed oriented works with precision
Actors	Memorizing and learning to speak the character in the script	Gets to know more deeply the character he portrays. Identifies with the period in which the character lives.
Artists	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
Narrator	Communicating the script in an interesting and dynamic way.	Has a clear voice that reflects the tone, atmosphere, style, personality of the work Clear enunciation, proper pitch and being able to read with enthusiasm and interest.
Audio Editor	Collecting, recording audio only elements (sound effects, music, etc.	Musically inclined