

Roles and Responsibilities for Personal Narrative and Informational Documentary

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	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
Interviewers	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
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 Editors	Collecting, recording audio only elements (sound effects, music, etc.	Musically inclined