**Station Positions**

**Section 2: Executive Board**

**2a. Station Manager** The duties/powers of the Station Manager are to:

1. Preside over and conduct all Station and Executive Board Meetings.
2. Enforce the bylaws, professional code of conduct and laws of the Commonwealth/State and University, and maintain a general order at the station;
3. Have all the duties and powers of a President; to serve as the Chief Executive Officer (CEO) of the station; and to promote the welfare of the station and its staff.
4. Maintain a relationship and meet with individually, the faculty and TV staff and be able to meet with any and all staff to discuss any issues or problems.
5. Serve as the station delegate to any intercollegiate gatherings, unless another staff member is designated.
6. Work with the Station Advisor to assist, track attendance of, and mentor those students attempting their experiential learning or practicum hours.
7. Order and supply the Production and P.R./Sales Departments with Public Service Announcements from the Ad Council.
8. Fill in/assist in any unfilled capacity on the Executive Board. (I.e., if the Programming Director position is vacant; the Station Manager will manage the department until a new one can be voted in.

*The Station Manager is also granted a limited power to make command decisions, when the situation demands it. These decisions include areas such as heated/volatile situations when a staffer must be dismissed for the night and/or other period of time, any controversial situations involving open spots on staff/on-air, the allocation and spending of station funds within reason, and other situations where a decision must be made on the spot, with little, limited or no consultation from the Executive Board. Command decisions must be made with the utmost respect and responsibility for the station.*

**2b. News Department**

**2b-1. News Director**
The duties/powers of the News Director are to:

1. Serve the greater public interest of the community and the surrounding areas; provide extensive coverage of local news and events on and off of the University campus; and establish a general coverage of current events on the state, national, and world levels.
2. Make sure the Assignment Editor, show producers and on-air talent work together to produce the nightly newscast.
3. Assist new and experienced reporters and anchors alike with the shooting, writing and editing of stories/b-roll/SOTs/packages.
4. Oversee and make executive (final) decisions on each nightly newscast.
5. Hold a briefing after each show with the Station Manager, director, producer, and on-air talent; to analyze and critique it; showing areas where they can/have improve(d).

**2b-2. Assignment Editor** (non-voting) the duties/powers of an Assignment Editor are to:

1. Give all of the reporters/anchors stories to cover for the week.
2. Keep contacts with local media outlets, and local fire, police, and other entities that could be or are news sources.
3. Make sure all stories are done during the week.
4. Must complete at least one piece of video during the week, whether it be some b-roll, a SOT, or, preferably, a package.

2c. Sports Department
2c.1 Sports Director
The duties/powers of the Sports Director are to:
1. Establish well-rounded and in-depth coverage of University sports.
2. Maintain a general coverage of high school sports in the viewing area including general coverage of regional and national sports.
3. Oversee and make executive (final) decisions for all sports programs.
4. Assist new and experienced reporters, anchors and talent alike with the shooting, writing and editing of stories/b-roll/Sots/packages.
5. Coordinate with the Production/Operations Director on live productions of University and local high school events, including the use of the TV staff from the Operations and Production departments, and the TV equipment.
6. Hold a briefing after each show with the Station Manager, director, producer, and on-air talent; to analyze and critique it; showing areas where can/have improve(d).
7. If needed, to establish any subordinate positions (non-voting Executive Board or other) to make the distribution of stories and other areas within the department easier.

2d. Production/Operations Department
2d-1. Production Director
The duties/powers of the Production Director are to:
1. Head the production of all station field productions, including those productions run by the News (i.e., Borough Council, Parades, etc.), Sports (Sporting Events), and Operations Departments (crew people not in the production department; also includes non-talent news/sports staff for events.)
2. Assemble a crew for each remote production.
3. Assemble crews for the shooting/editing of promotional material.
4. Maintain TV remote truck.
5. Update Station Advisor on TV remote truck schedule.
6. Report any equipment problems to Station Manager and Station Advisor
7. Ensure all necessary equipment is available for every production. (Tapes, batteries, etc.)

2d-2. Operations Director
The duties of the Operations Director are to:
1. Train all members of crew on ALL equipment within the station.
2. Oversee every in-studio production.
3. Ensure all necessary equipment is available.
4. Develop a crew schedule.
5. Fill out production logs after EVERY production.
6. Maintain/Organize archiving cabinet.
7. Maintain a crew that can:
   a. perform all the tasks required for a studio and live/field productions.
   b. keep the studio and control room clean and orderly at all times.
   c. is available on short notice to adjust crew schedule in case of emergency.
8. Confer with the Department directors to make sure the hard drives are kept clean, making sure those who want packages, video, etc., have them before they are erased.

2e. Public Relations Director
The duties/powers of the Public Relations Director are to:
   1. Promote the station within the University & community and throughout the viewing area by any number of means.
   2. Make available any position (non-exec board) that can assist in station promotion.
   3. Raise funds for TV operations through fundraisers and any other means through which the director sees fit.

2f. Marketing Director
The duties/powers of the Marketing Director are to:
   1. Secure funds for the operation of the station through underwriting spots, commercials and sponsorships.
   2. Maintain a relationship with local businesses for the present and future benefit of the station.
   3. Act as a treasurer for the funds of the station. Essentially, act as the liaison with the Communication Department secretary for depositing and withdrawing station funds.

2g. Creative Services Director  The duties/powers of the Creative Services Director are to:
   1. Storyboard all commercials/underwriting that the marketing department signs for the semester.
   2. Meet with clients to discuss the material they want in their commercial spot.
   3. Brainstorm ideas for camera shots.
   4. Write the voice-over script.
   5. Find music tracks.
   6. Develop the overall flow of the commercial.

This department is not expected to actually shoot or edit the commercial but rather develop a storyboard that can be passed on to the production department. However, members are encouraged to assist in the filming and editing if they are interested.

2h. Programming Director  The duties of the Programming Director are to:
   1. Manage the timing of programs shown on the station’s channel, including video sent from the state capitol, and other educational sources.
   2. Create a programming schedule for the next month by the second board meeting of each
month, which lists the rotation and times for all shows.
3. Look for ways to expand upon station programming through whatever sources the director may see fit, as long as the director works in concert with the Director of Public Relations and Sales to secure funding.
4. Work with other Executive Board members to maintain an on-air schedule for each programming week at TV.

2i. Executive Board Secretary (non-voting) the duties of the Executive Board Secretary are to:
   1. Document and maintain the record, or minutes, from each Executive Board meeting.
   2. Distribute the minutes electronically to all Executive Board members and station adviser?
   3. Keep a record of all the Executive Board meetings through each semester.

Section 3: Non-Executive Board Positions
3a. News Department

3a-1. News Anchor
The duties of a News Anchor are to:
   1. Host (with another anchor) each evening newscast for which they are scheduled, at the discretion of the News Director.
   2. Also complete at least one (1) news package per week.
   3. Assist with the production of any live events, including the Festival Parade, or any other news-related events.
   4. Remain on standby to report on a breaking situation or fill in for a nightly newscast/event with sufficient notice.
   5. Participate in all aspects of promos, bumps, etc, for the nightly news.

3a-2. News Reporter
The duties of a News Reporter are to:
   1. Complete more than one (1) news package per week. Includes:
      a. research story
      b. shoot interviews (or direct if working with a videographer)
      c. shoots B-roll (or direct if working with a videographer)
      d. shoots and performs stand-ups as needed (or direct if working with a videographer)
      e. writes and records voice over
      f. edits package
   2. Assist with the production of any live events, including the Festival Parade, or any other news-related events.
   3. Remain on standby to report on a breaking situation or fill in for a nightly newscast/event with sufficient notice.

3a-3. News-Feed editor This position works closely with the news producer to:
   1. Record and edit B-Roll, Sot’s and packages utilizing the CNN News Feed.
2. Downloads the selected files
3. Edits the file and prints the final series of materials to DV tape.

3a-4. News Researcher/Writer  This position assists the News Producer in:
1. Gathering and writing the daily news
2. Research news stories in support of the news department.

3a-5. News Videographer  Works with the reporter and:
1. Shoots all b-roll and stand-ups needed by the reporter to produce a broadcast-quality package.

3a-6. Package Editor  Works with the reporter and videographer to:
1. Edit all materials gathered in the field to create a broadcast-quality package.

3a-7. Weather Anchor  The duties of a Weather Anchor are to:
1. Host the weather preview and weather segments of the nightly newscast for which they are scheduled.
2. Make sure that their graphics are ready to go well before the start of that night’s newscast.

3a-8. News Producer  The duties of a News Producer are to:
1. Make sure the script is completed by 5 p.m. For that night’s news, which includes making sure:
   a. anchors write the required number of stories for that night.
   b. reporters’ stories are in by at least 5pm.
   c. video is selected by 5 p.m. For the Production Manager staff to get in order.
   d. weather graphics are completed by the weather anchor.
   e. other graphics are ready to be done by the operations staff.
2. Anchors have their scripts and rundowns no later than 6pm.
3. Rundown meeting starts by 6:30 p.m.

3b. Sports Department

3b-1. Sports Reporter  The duties of the Sports Reporter are to:
1. Host the sports segment of the newscast for which they are scheduled.
2. Have video and full screen graphics ready to go for their report each week.
3. Remain on standby to report or fill in for a nightly newscast/event with sufficient notice.
4. Assist whenever possible on remote sports productions.
5. Participate in all aspects of sports promos, bumps, etc.

3b-2. On-Air Sports Talent  The duties of an On-Air Sports Talent are to:
1. Help in the production of each show they are hosting.
2. Produce video or graphics, as dictated by the show producer.
3. Host/assist hosts the show(s) for which they are scheduled.
4. Remain on standby to report or fill in for a program/event with sufficient notice.
5. Assist whenever possible on remote sports productions he/she is not already scheduled for, and filming of promos, bumps, etc, for the nightly news.

3b-3. Sports Show/Event Producer  The duties of a Sports Producer are to:
   1. Make sure the shows tech is prepared to be run by the Operations/Production depts.
   2. Make sure the show talent is prepared and able to host their show.
   3. Have the rundown meeting promptly at 7 p.m., or earlier as he/she may suggest.
   4. Assist whenever possible on remote sports productions for which he/she is not already scheduled.

3c. Production/Operations Department

3c-1. Production Manager  The duties of a Production Manager (a daily position) are to:
   1. Assist Production/Operations Director.
   2. Prepare and run entertainment show, with the assistance of the show producers and VTR/Hard Drive/Master Control Operator.
   3. Use the appropriate slates and countdowns for each piece of video, including packages, commercials, bumps, promos, etc.
   4. Work with the Production Director to construct a rundown for the commercials reels to run by each day.

3d. Operations Department:

3d-1. The duties of each member of the Operations Crew, include:
   1. Floor Director/Lighting
      a. turns on lights in studio
      b. Responsible for everything that is going on in the studio
      c. responds to director
      d. cues talent
   2. Camera Operator
      a. set up camera level for the talent - set up the tripod remote controls for you
      b. put on headphones - no talking, unless directed to do so
      c. composition is your responsibility  responds to director
   3. Technical Director
      a. operates switcher
      b. responds to calls from director
   4. Audio Technician
      a. operates audio mixer
      b. responsible for talent microphones in studio
      c. put batteries into studio microphones
      d. does microphone checks before each show
      e. listens to cues from director
      f. maintains audio levels during shows
5. Teleprompter
   a. inserts script into the teleprompter
   b. checks order of script to rundown
   c. runs the teleprompter
   d. follows the talent as they read the information

6. Master Control - VTR/HD Operator
   a. patches all of the DVD-HD recorders
   b. responsible for coordinating, cueing and rolling of all video used in a production
   c. responsible for recording and labeling all programs
   d. time keeper

7. CG Operator
   a. builds graphics
   b. properly names graphics
   c. operates CG during a show

3e. Programming Department:
3e-1. Traffic Operator  The duties of this position are to:
   1. Assist the Programming Director in making a schedule for the station, and any other capacity (running shows, commercials, and procurement of any other shows) that the Programming Director may need assistance in.
   2. Ensure that the shows and other video run at the right time if the Programming Director is not available, in conjunction with the daily Production Manager, if he/she is available.

3f. Show Director(s)  Typically, this duty will fall to director of a particular department.  TV, a teaching station, is obligated to have directors learn as they go; however, the Station Advisor, Station Manager and Executive Board will not let a person who is under-qualified direct a show/event, depending upon the technicality and importance of the production.

3f-1.  Show directors must:
   1. Understand and execute verbal and visual signals.
   2. Be able to make decisions on the fly, cutting stories/segments/packages for time.
   3. Balance each area of the broadcast, directing with poise and purpose.
   4. Study the rundown and attend the rundown meeting before the show/event.
   5. Have a basic understanding of all the positions involved in the production.
   6. Be professional and calm.
   7. Never use profanity over the headset.

3f-2.  Any Department Director may appoint other positions beneath him or her to make their department run more efficiently. Those positions will then be filled on a vote by the board, after applications have been filled out and reviewed, if necessary. Then, the position will be added to the Bylaws for ratification.