

# DIRECTOR TRAINING GUIDE

## POSITION SUMMARY

### Director

Responsible for what is shown on the video screens in the Auditorium. This position directs the entire video team and dictates all camera direction, graphics and video playback.

## RESPONSIBILITIES

The Director:

1. Meets with staff members during the week to work through and know all aspects of the service.
2. Come prepared! The Director must listen to playback during the week and be able to answer questions volunteers have about the flow and execution of the service.
2. Makes sure as volunteers arrive, they are going through their checklists, familiarizing themselves with the equipment and the content for the day prior to the Production Meeting. Volunteers should have enough knowledge of the content going into the Production Meeting that they can ask clarifying questions for their position.
3. Helps create an enjoyable environment for all volunteers. Is upbeat, energetic, and encouraging, setting the atmosphere in which volunteers serve.
4. Should be the Producer's 'right-hand man', helping him or her in coaching up volunteers and implementing any changes to the service.
5. Stays in the Control during the Post Run-Through Eval meeting: evaluates camera work, corrects any ProPresenter errors, and stays available on Comm if needed.
6. Gives instruction to all positions during a service, ensuring that all aspects and elements are communicated clearly and repeatedly.
7. Attends the Post Service Eval Meeting and helps the Video Producer implement any changes.

# DIRECTOR POSITION CHECKLIST

## **PRE-SERVICE (Pre-Counter)**

- Have any last minute discussions with Camera Operators.
- Make sure lobby TVs are set to receive our live feed.

## **START OF SERVICE (When Columbia Counter Drops)**

- Ensure all Operators are at their positions and on Clear Comm.
- Make sure the Broadcast Operator is recording on a local drive.
- Set the volume on the audio mixer for the Control Room.
- Talk through starting camera positions.

## **POST SERVICE**

- Talk through any changes or tweaks to prepare for the next service of the day.
- After the last service, assist in shutting down all computers and other equipment.