

BHS MORNING SHOW 2017-2018 TECHNICAL STAFF APPLICATION



BHS Morning
Show

DUE ON: Monday April 24th, 2017

Questions? Comments? Concerns?

See Athan Marzen, Ian Stroszeck or Mikayla Green for answers.

Please e-mail us at:

[BHS Morning Show@bcasd.org](mailto:BHS_Morning_Show@bcasd.org)

Put “Morning Show Tech Staff Application” in the
subject line

Applications and other information about applying to
the Morning show can be found on our website:

bhsmorningshow.weebly.com/applications

*****BHS MORNING SHOW PRODUCER USE ONLY:*****

Name	Added to HR List?	Selected Position	Added to Schedule?

The BHS Morning Show

2017-18 Technical Staff Application

ALL APPLICATIONS ARE DUE APRIL 24TH BY 3PM

Name: _____ Grade Next Year: _____
Homeroom Number: _____ Homeroom Teacher: _____
Phone Number (cell) : _____
Email Address (non-bcsd) : _____

Section I - Position Selection

Directions: Read the descriptions of the positions listed below and choose your top 3 choices.

All staff members are required to arrive by 7:10

Executive Producer

Coordinates all technical and news related aspects of the Morning Show. Makes the final decision about the direction of the Morning Show. Gives guidance to the faculty advisor. Ensures everybody (including anchors, staff, and teachers) behave appropriately. Carefully monitors anchors and ensures they are following the official guidelines. The Executive Producers have the power to make all rules that shall be necessary and proper to executing their job of leading the Morning Show.

Must be...

Comfortable in a leadership position

A quick thinker/decision maker

Able to advise and oversee peers effectively and respectfully

Producer/Director

Coordinates with Executive Producers and Directors to determine the long-term goals of the Morning Show. Functions as a director two days a cycle. Verifies that all technical staff are doing their job properly. Ensures that the all of the tech staff are continuing to do their jobs to the best of their abilities. Aids in all final decisions for the Morning Show.

Must be...

Comfortable in a leadership position

A good communicator

A quick thinker/decision maker

Director

Writes a paper script that outlines show and a script for teleprompter and runs the show on their assigned cycle days. Collaborates with the Producers and other tech staff members to coordinate guests, segments, and other elements of the show. Follows the direction of the Executive Producers and Producer/ Director.

Must be...

Comfortable in a leadership position

A good communicator

ENG/Segment Coordinator

Coordinates the filming of segments for the show.
Expected to aid producers in creating yearly anchor opening video.
Works with new staff members in order to help them use Adobe Premiere Pro Films and edits the weekly weather segment

Must have...

*Sufficient knowledge and experience using Adobe Premiere Pro
Made at least one opening that has played on the BHSMS*

Audio Coordinator

In charge of all audio aspects of the show.
Trains other staff members to use audio equipment.
Verifies that an appropriate opening and any other segment is ready to be played as well as adds name of opening creator to teleprompter script.
Runs mic checks prior to show and correctly stows mics after show.

Graphics Coordinator

In charge of all graphic aspects of the show.
Designs new graphics that are appropriate and in-line with the theme of the show. Trains other staff members to use the graphics machine.

Floor Director

Effectively communicates between the booth and studio.
Organizes anchors and camera operators during the show.
Aids the director in communication of all aspects of the show to the anchors.

Must be...

A good communicator

Proficient at all aspects of camera operation (shots and settings)

E-News Coordinator

Works with the Director to produce a written version of the announcements for school-wide distribution.

Tech Staff

Runs extraneous equipment needed to produce the show. Expected to have extensive training on all booth equipment. Expected to film and edit segments for the show when needed (sports and clubs).

Teleprompter

Operates the Teleprompter script via a computer for anchors to read. Must spell-check and proof-read all announcements before the start of the show.

Section II - Short Answer Questions

Directions: Read the following questions and answer completely.

If you could change one aspect of the Morning Show, what would you change? In what ways would this benefit the Morning Show?

Review your number one position marked in Section I. Why did you select this option? What experience do you have that makes you a good fit for this position? Why do you think that you will be a good fit for this position? Why should we chose you?

Present an idea for an opening. Be as creative as you can!

Please list anything that we may need to know about you, or something interesting about yourself?

Section III – Experience & Qualifications

How many school years have you participated on a Morning Show?

(As a Technical Staff member) _____ school years

Which jobs are you capable of performing **without assistance?**

(Check all that apply)

Floor Director	
Audio	
Character Generation	
Recording/Streaming	
Directing	
E-news	
Other (Explain Below)*	

What experiences do you have which apply to working on the Morning Show?

Section IV - Affirmation

Directions: Read the following declaration and place your signature on the line below. By placing your signature, you agree to all of the terms set forth and will arrive on time by 7:10 should you be chosen for technical staff next year. Violation of this contract or of your assigned duties could result in termination from the show.

I have completed this application in its entirety and verify the information within to the best of my knowledge. I have not falsified any personal information, knowing that in doing so I jeopardize receiving an official position on the staff for the school year 2017-2018 or subsequent years. In signing this declaration, I show I want to be part of the Morning Show staff and promise to dedicate my mornings to the advancement of the Morning Show. I will arrive on time ready to work with my peers to produce a successful show. I will follow all rules that my superiors and advisor have set forth (including rules set down by previous producers and advisors) and will respect and follow them to the best of my ability. I recognize that the Executive Producers are the highest in authority from the time I arrive to the time I leave for my first period class, and that they have the authority to suspend my position indefinitely if I am not behaving properly (tampering with equipment, etc) or disrupting others ability to run the show. I will do my job to the best of my ability. I will embody the traditions that Mr. Tschorke has set even though I may not know him personally. I agree to have a great year on the Morning Show and will come forward to any superior with any problem I may have and trust that they will take the appropriate action.

Signature: _____ Date: _____

Thank you for applying!

Questions? Comments? Concerns?

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