

Placing Identity: Film Crew Roles and Responsibility
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The *Placing Identity* documentary filmmaking workshop for high school students at R.J. Reynolds High School consisted of six crews. Each crew was composed of five crew members. The responsibilities for each member are outlined below.

Lead Researcher/Producer	<p>Once you're given your group assignment, lead your group in a brainstorming session where ideas are addressed related to your topic. Review with your group all the materials provided to you (you should receive a paper packet of articles as well as a digital folder of videos, interviews, etc.) Discuss the topics together, determining what you think the value of these materials will be for your story.</p> <p>You are responsible for selecting narrow focus for a 3-minute video piece. You will be the lead researcher, directing your team to find relevant materials associated with your topic. You will be the one to oversee the elements of the group video piece and ensure it is completed. As a team producer, you will develop a "script" with each element of the team story (visuals, audio, voice over, interviews, pictures, and music) laid out in detail. As you write and revise, please encourage and advise team mates as they tackle their own roles, and report back to your friendly Pulitzer People (Diana, Miles, Stan) with questions, updates, and ideas. You will also conduct any interviews your team needs. You may also sit with the editor as they edit and offer feedback and suggestions.</p>
Editor	<p>After meeting with your team, review your folder of visual materials. For most of you, we will have provided pre-recorded footage, interviews, articles, etc. to help you build your video segments. Watch them. Read them. Digest them. Come back to your team members with thoughts and ideas.</p> <p>While we provide you with much of the content that will be going into your segment, you will still need to record materials as a team and come up with a script from which your piece will be created. This means being responsible for importing all the footage and audio recording you capture into a neatly organized folder on the server that your whole team has access to. We will help you set this up. From here, you will work with your friendly Pulitzer People in editing sessions, as they help you put your piece together. You are the one that's ultimately responsible for making your segment visually creative while getting the message across.</p>
Scriptwriter (2)	<p>During your initial team meeting, start a Microsoft Word document that is saved to your group folder with brainstorming ideas about your topic. This will eventually become a fully</p>



	<p>fleshed out script that describes each spoken word, visual, photo, and piece of music/sound we will see and hear in your story. You will receive further guidance about what goes into the process of script writing from yours truly (Diana, Miles and Stan), a bit later.</p> <p>Your ultimate responsibility is to pen the written version of your story that we will eventually see on the screen. This means you must be fully aware of all of the footage your team is collecting, and engage in a good dialogue about what it means and how you will put it to use. What we expect from you is a highly-detailed script that mentions each component of your story from start to end. As you write this script, you will decide whether your piece requires any narration, or if you will rely on the interviews and other materials to tell your story.</p> <p>Keep track of website names and sources for everything you find online. These will be important for double-checking later.</p>
Cinematographer	<p>After meeting with your team, begin looking at some of the interviews and portraits that are available to you in the Team Drive. Pay attention to aspects such as the frame composition, mixing up shots (i.e., close, medium) lighting, background, etc. As we move forward, these are variables that you will have to remember as you go into the field and begin conducting interviews and filming portraits.</p> <p>You will be responsible for preparing the shot list (a list of what images to capture from any field trip or visitor coming into the classroom), finding archival footage to match with script, film all relevant materials related to establishing shots, medium shots, close ups, (details – machines, text information – i.e., people places, things, signs). You will also be accountable for getting the footage to the editors. Technical command of equipment essential. For example, monitoring equipment use, battery charge, SD card transfer.</p>