

# PRODUCTION TEAM ROLES

The following is an alphabetical list of some possible multimedia production team positions that you might be asked to perform. Asterisked positions (\*) are **required** for your group assignment (i.e., someone must step in and perform these roles). Other positions may or may not be used depending on your end product. Most team members will be assuming more than one role for this project. Outside “consultants” may be used when necessary. As you plan and develop your project, it is suggested that you maintain a role assignment list. Formally assigning roles for each team member is important. Knowing who is doing what will reduce the number of uncompleted or forgotten tasks and prevent any duplication of effort as well as decrease any opportunity for conflict.

## ✓ Possible Team Roles

- **Accountant\***— keeps track of budget, costs.
- **Actor(s)**— demonstrates or performs content.
- **Artist(s)**— “draws” illustrations, characters, backgrounds, etc.
- **Audio Technician**— records sound and edits it.
- **Cameraperson**— shoots video and/or takes still photos; digitizes to computer.
- **Computer Expert(s)\***— programs or codes interactive environments on computer (such as HTML tagging, etc.).
- **Director\***— supervises actual production including rehearsals, filming, recording, programming, etc.
- **Historian\***— does content research and/or acts as journalist, maintains master copy of all project documentation.
- **Musician**— plays or chooses music to be used.
- **Narrator**— does voice over of content.
- **Planner\***— develops production schedule, rents equipment (if necessary).
- **Producer\***— oversees whole process, procures releases & handles copyright issues.
- **Product Editor(s)\***— edits video/audio recordings, “debugs” programming, etc.
- **Publicist**— creates press releases and the announcement for the Premiere.
- **Site Coordinator**— checks out and coordinates location(s) for filming, recording, etc.
- **Text Editor(s)\***— checks for spelling, grammar, and clarity of all written material, especially any written material in the final product (excluding programming codes), and all accompanying documentation.
- **Writer(s)\***— writes all content, scripts, presentations, and accompanying documentation.