

IACS News Crew Member

Job Descriptions

- Write and Read Daily Announcements
 - Gather information for morning announcements
 - Update a daily calendar
 - Check-in with Mrs. Brown at the end of the day to update daily announcements
 - Arrive at school early so you can practice reading the announcements over the intercom
- Produce Video Announcement Casts
 - Record video announcements
 - Interview subjects for special reports
 - Attend and report on sporting events and special school events (art shows, science fairs, etc.)
 - Write scripts for video announcement casts
 - Read the scripts on video announcement casts
- Edit Video Announcement Casts
 - Transfer video from camera to computer
 - Organize weekly newscasts
 - Edit videos using Movie Maker
 - Add background music and text to polish the newscast and prepare it for broadcast

*Please read these descriptions carefully before completing your application.

Job Requirements

- Fill out job application
The application must be filled out completely. Answer all questions with complete sentences. Remember you are applying for a position that requires a lot of writing, so show off your writing skills.
- Obtain parent permission
This job will require you to stay after school on every scheduled Wednesday and may require you to attend sporting events or special school events. Your parents need to be willing to pick up at 5:30 on Wednesdays and willing to drive you to special events. In addition, there will be Announcement teams that will be asked to stay until 4:00 on Mondays, Wednesdays and Thursdays to write the following days' announcements. These teams will change every month. You cannot be a crew member without a signed permission slip.
- Obtain teacher permission
This job may require extra writing and after-school work. Your teacher needs to agree that you are capable of turning in your work on time AND keeping up with extra work.
- Maintain good grades
This job requires a lot of time and it is important that your school work does not suffer because of it.
- Sign a contract
This job is a big commitment. You need to be willing to do any of the jobs listed in the job description, follow through and complete any job you are assigned and attend all meetings. It is okay to miss a meeting if absolutely necessary, but you will need to find out what you missed.

I have carefully read the requirements and understand the expectations.

Student Signature

Date