



PRODUCTION TEAMS

BRIEF SUMMARY OF ACTIVITY

Through this activity the participant will understand the different roles in a production team, and the different aspects involved in the production of a radio programme.

AIM OF THE ACTIVITY

During the activity the participants will identify their role in the production team by choosing from one of the roles below: Producer - Responsibility for coordinating the production of the radio programme, assisting with research and ensuring that the programme goes out on air Presenter - Assisting with research for the programme, thorough knowledge of all aspects of the programme content. Responsibility for scripting and presenting of show, setting tone and style of programme. Sound Engineer - Responsibility for technical aspects of the production, running the desk, monitoring audio during recording and adjusting mics and levels as required. Researcher - Generates ideas for the programme, researches interviewees and other content, sometimes produces recorded inserts for programme and scripts elements of the programme.

EXPECTED OUTCOMES

Participants will understand: Different roles and tasks involved in the production of a radio programme The relationship between the new roles and the process and timing for production Decision making processes within the production team Understand the importance of making a production meeting and plan Outline the principles on which to base the plan Make a production plan for their project programme

EXPERIENCE AND SKILLS REQUIRED

The trainer needs to be familiar with the different roles and tasks involved in the production of a radio programme

INFRASTRUCTURE, SETTING, RESOURCES

Depending on the number of participants and the size of the room, if there are more than two production teams created, as they would need space to meet as a group and discuss about roles and programme content.

LENGTH

60 minutes

MATERIALS

DESCRIPTION

HOW THE ACTIVITY SHOULD TAKE PLACE

Part one: Creating Production Teams Trainer input: Trainer ask participants to break into groups of 4. Class divides into Programme Project groups Each group assigns roles to members. If there are 3 in group if Producer/Researcher is combined role. Part two: Production Meeting If possible it is worthwhile here bringing in a senior member of a production team at the station to talk briefly to learners about how his/her production team operates and how they put their show together. Trainer asks learners to move into their production groups. Each group is going to have a production meeting about their programme. In their production groups learners follow the Production Meeting Agenda structure (Hand-out production meeting). Each group moves through the agenda either independently or with indication from Trainer of how long to spend on each Agenda Item. Group members should keep their role in the production team in mind - ie. the Producer can chair the meeting Each group must fill in the production plan outlining : Programme Title Programme Format Production Features

RECOMMENDED MAX. NUMBER OF PARTICIPANTS AND TRAINEES TO TRAINERS RATIO

10 (visually impaired/learning disabilities 4 per trainer)

RISK AND POSSIBLE ADAPTATION

E-mailing handouts in advance for people who are vision impaired or blind. Facilitator might be required for editorial meeting note taking for learning difficulties group.

VARIATIONS

TIPS FOR TRAINERS

Distribute (on Paper or by e-mail) the handout for production meeting. If the group is vision impaired, it might need to be e-mail before the meeting, so it is available during the discussion. If the group includes people with learning difficulties, a facilitator might need to take the group through the questions and note their answers. Encourage the group, make suggestions about possible interviewees for their theme if they cannot think of anyone

ANALYSIS AND EVALUATION

Can participants name different roles in the production team? Do they understand their responsibility under each role? If this is a 'real radio' situation, do they produce the programme as planned?

SCHEDULING

After the research, interviewing, programmes features and formats and media and law.