

Studio B Crew Expectations

Below is a list of procedures that Studio B crew should be familiar with. If you have questions about any of these tasks, or need training, ask for help. Eventually, there will be step-by-step instructions for all of these tasks available in the “Tutorials” section of our website. Crew should be able to perform the “basic tasks” by the end of their first semester of employment, and the “advanced tasks” by the end of the second semester.

Basic Tasks:

1. **Read the Studio Safety Protocol!** It is your job to keep students and equipment safe within the Studio, so you must be familiar with these rules.
2. Read the Start-Up and Shutdown procedures.
3. Perform basic camera switching and send video to the plasma display.
4. Patch in the spy mic and route it to an auxiliary channel.
5. Hook up another microphone for recording to tape. Understand which mics need phantom power and which don't.
6. Send audio to the studio for playback.
7. Understand how to play audio from the CD player.
8. Record and playback DV and VHS videocassettes. Know the procedure for setting time code on DV recordings.
9. Make basic iris and black level adjustments on the CCUs.
10. Patch in the DVD player.
11. Create a basic title slate on the Deko character generator. Know how to change font size and color.
12. Bring up a still image on the still store.
13. Safely hang and plug in a lighting instrument and turn it on with the lighting controller.
14. Know where various controls are on the cameras, including pan and tilt locks and tension; column locks; wheel locks; focus and zoom controls and headset controls.

Advanced Tasks:

1. Set up a Chroma-Key on the switcher.
2. Set up a Fly-Key on the switcher.
3. Bring up the Character Generator (CG) in a DSK on the switcher.
4. Choose different wipe and transition effects on the switcher, including the DVE transitions.
5. Create scrolling titles on the Deko.
6. Play back video effects on the still store.
7. Save images from the research computer to the still store, and bring them up on the screen.
8. Apply effects, equalization and compression to a channel on the audio console.
9. Use the waveform monitors to fine tune iris and black level adjustments.
10. Hook up and use the teleprompter for a basic script.
11. Record and store lighting cues.
12. Replace a dead lamp in a lighting instrument.