

LE Documentary Job Assignments

[Responsibilities](#)

[3rd period Leads](#)

[4th period Leads](#)

[5th period Leads](#)

[Department Guidelines](#)

[Job Descriptions](#)

Responsibilities

Executive Producer Responsibilities:

- report to Mrs. Sanchez
- manage 1-2 departments each
- along with the executive producers from the other classes & Mrs. Sanchez, make the major decisions

Director Responsibilities:

- manage the day-to-day tasks, be sure everyone knows what to do
- help to manage time, keep depts. on task
- report to exec. Producers
- give input in making major decisions

Lead Responsibilities:

- report to a director
- in charge of managing department's time
- in charge of helping the department adhere to the [department Guidelines](#)
- collaborate with the department to complete tasks

Department Responsibilities:

- report to the department lead
- in charge of helping the department adhere to the [department Guidelines](#)
- collaborate with the department to complete tasks

3rd period **Leads**

DEPARTMENT	Who?			
Executive Producers	Lauren	Nicole	Rory	Emily
Director	Mari			
Casting Director	Arjan			
Scriptwriter	Shelby	Thaomi		
Camera Operator	Krish	Christian		
Location Manager	Bethany			
Set Organizer	Varnika	Jaden M.		
Costume/Hair/Makeup	Mariam	Josh		
Planner	Caitlin	Samantha		
Interviewer	Sianna	Eysha		
Actor	Alisha	Gabe	Zaina	
Composer	Cole	Shane		
Sound Manager (no lead)	Michael			
Sound Editor	Kyle			
Editor	Manelle	Rani		
Tech Team	Mark	Owen		

4th period **Leads**

DEPARTMENT	Who?			
Executive Producers	Braden	Shreya	Marisol	
Director	Elijah			
Casting Director	Danny			
Camera Operator	Sebastian	Trey		
Location Manager	Simran			
Set Organizer	Bennett	Lemuel		
Costume/Hair/Makeup	Ainna	Senara		
Planner	Kelyse	Jonathan		
Interviewer	Arib	Calla		
Actor	Dylan	Kobi	Sean	Stacey
Graphic Artist	Nicole			
Sound Manager (no lead)	Megan	Melissa	Elissa	
Editor	Erika	Jaden S.		
Tech Team	Jacynda	Minerva		

5th period **Leads**

Executive Producers	Sai	Blossom	Kate
Director	Alexis		
Casting Director	Alyx		
Scriptwriter	Leah		
Camera Operator	Gavin	Henry	
Location Manager	Jaren		
Set Organizer	Abel	Trevor	
Costume/Hair/Makeup	Charlie	Lily	
Planner	Nadya	Trisha	
Interviewer	Chelcee	Ryder	
Actor	Ryan		
Composer	Tiffany	Sierra	
Graphic Artist	Shiv	Jaskaran	
Sound Manager (no lead)	JohnPatrick		
Sound Editor	Amol		
Editor	Hudson	Axel	
Tech Team	Ivan		

Department Guidelines

Shared Leadership	Respect	Communication	Collaboration
• including all department members • keeping everyone on task • everyone takes on a role/task • department success trumps individual success	• attentive listening, listening to understand • considering all ideas • encourage participation	• keep it all positive, respectful, and on topic • provide quality feedback • keep all members informed • be willing to share ideas	• equal contribution • everyone always on task • use good communication • positively handle conflict

Job Descriptions

Director: Supervises departments, takes items to planner, communicates with exec. producers

Casting Director: Casts people in roles as interviewee, background actors, etc. Communicates with director and exec. producers

Script Writer: Write all scripts for narrator and interviews, communicates with director & exec. producers

Camera Operator: Films all footage with direction from the director

Location Manager: Scouts for good locations to film/ take pictures, communicates with director & exec. producers

Set Organizer: Makes sure the background of the scenes look nice and fixes when necessary, communicates with director

Costume/Hair/Makeup Person: Someone who makes sure that all "on camera" people are dressed well and appropriately, communicates with director

Planner: Plans the who, what, when of each scene (filming schedule)

Interviewer: Conducts the interviews with direction from the director

Actor: Act in scenes as necessary, with the direction of the director

Composer: Creates the sound effects and original music, with direction from the director

Graphic Artist: Creates the graphic elements in the movie, both in scenes and in the editing phase. Communicates with the director and exec. producers.

Sound Manager: Manages the sound during each scene

Sound Editor: Places and monitors the sound throughout entire movie, with the direction of the director

Editor: Edits all the footage into scenes and final movie, communicates with director and exec. producers

Tech Team Member: Suggests best tech for the job and troubleshoots tech for the other departments