

**Lime Kiln Middle School**  
**Television Crew Application**



**Applications are due September 11, 2026.**

In order to apply for the Lime Kiln Television Crew, please follow these application procedures:

- Complete each section of this application and submit the application to the envelope on the media checkout desk.
- Attend scheduled training sessions.

**Available Positions**

Please read the attached job descriptions before indicating your job preferences.

Please indicate your job preferences by writing the job title next to the blanks for 1st or 2<sup>nd</sup> choices.

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

**Would you be willing to take any position on the crew if the choices listed above are not available for this month? Yes /No**

**Applicant Agreement**

Before joining the TV crew, the applicant must agree to the following terms:

1. Arrive on your scheduled days at **8:10 a.m.** Rehearsals begin promptly at 8:15 a.m. You will be assigned to an anchor or technical crew. Each crew will be responsible for at least once a week broadcasts.
2. Agree to meet with the crew for training. This time will be scheduled before school. This work time will be designed to allow for all crew members to plan, organize, and improve the LKMS broadcast.
3. If you constantly fail to report to the studio on your assigned time and day then your position will be terminated.
4. Script writers and slide designers you will be compacted out of class one day a week to produce the script and slides for a show.

**PARENT/GUARDIAN:**

Your child is interested in participating in the Television Production Seminar. This seminar takes place mainly before school. You are able to bring your child to school at 8:15 on their assigned day at least once a week.

Is there a particular day that your child cannot get to school at 8:15? \_\_\_\_\_

Parent Name: \_\_\_\_\_ (please print)

**STUDENT:**

I understand that my involvement in this seminar requires hard work and dedication. I am committed to participation in this instructional seminar. I will arrive on time and work to produce a quality news show

Student Name: \_\_\_\_\_ (please print)

## Television Production

### LKMS TV Crew Job Descriptions

#### **Producer**

Must meet these criteria:

- Show leadership skills on and off the set
- Possess strong interpersonal skills
- Have patience and self-discipline
- Demonstrate excellent verbal and written language skills

In conjunction with Mrs. Spillman, the producer is responsible for the total daily broadcast. The producer will select appropriate stories for the show and review and order the format for the daily broadcast. In order to prepare the daily broadcast, the producer must be able to work with Mrs. Spillman at the beginning of each school day. The producer must be able to report to the studio at 8:10 a.m. at least 2/3 days a week. **STUDENTS MAY NOT APPLY FOR THIS POSITION.**

#### **Anchors**

The anchors will practice the script with the producer at least once before the broadcast and read a prepared script of the news and announcements on the air.

#### **Script Writers**

Feature writers are responsible for writing spots for the TV show that appeal to a middle school audience. These may include current events, weird and wacky facts, entertainment news, sports, etc. **Students will be compacted out of a class one day a week.**

#### **Video Mixer**

The technical mixer is one of the most critical positions on the TV crew. The technical mixer must be extremely responsible and reliable. In conjunction with other technical crew members, the technical mixer will coordinate all of the graphics and audio for the show according to a prepared script through the operation of the mixer during the broadcast.

#### **Multi-Media Technician**

This technician works in conjunction with the other technical crew members to coordinate microphones, the lighting, the cameras and the TV monitors to ensure all systems are functioning prior to the daily broadcast.

#### **Teleprompter**

The teleprompter will access the script on the teleprompter computer and operate the teleprompter during the broadcast.

#### **Graphics/PowerPoint Designer**

The Graphics/PowerPoint Designer creates the PowerPoint slides used for daily broadcasts, including daily templates, and special feature slides. **Students will be compacted out of a class one day a week.**

We have reviewed the completed application. We understand what is expected of the student as a member of this seminar.

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Parent/ Guardian Signature

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Student Signature