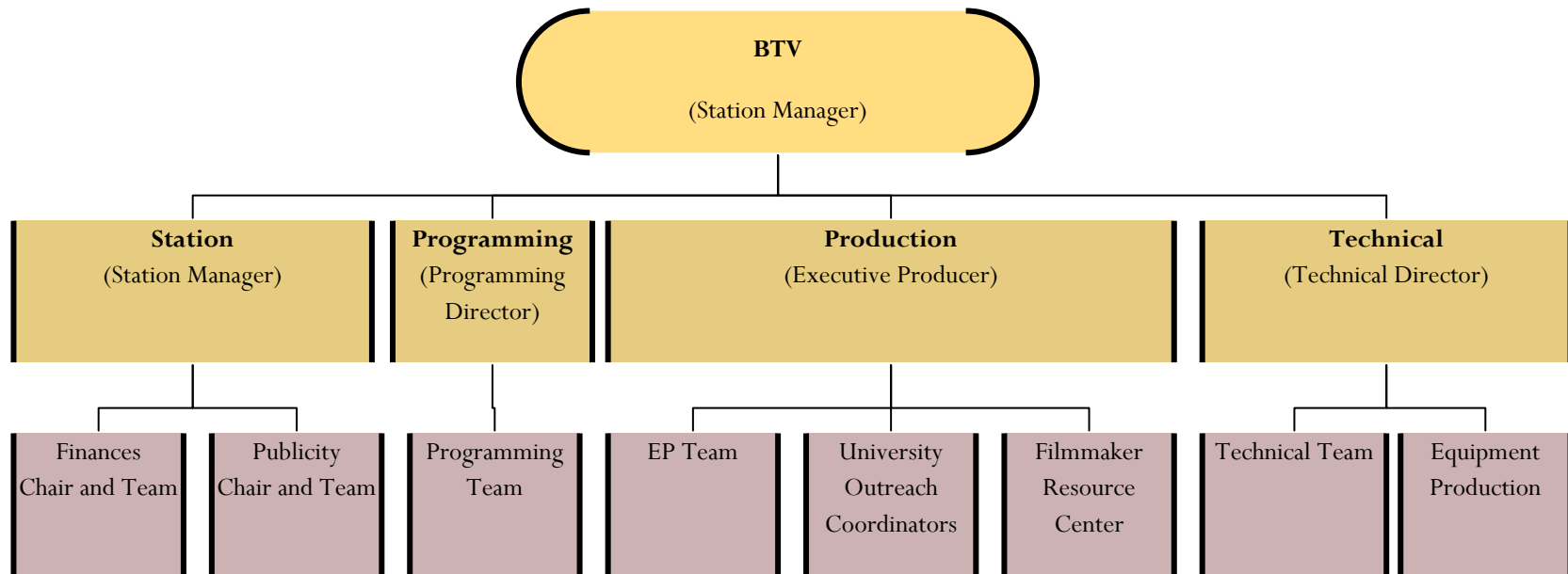




Administrative System

(Followed by an application)



Welcome to BTV...

You'll find some changes to our structure that we believe will allow BTV to run more effectively. Our four “sectors” are Station, Programming, Production and Technical. They will be explained as you follow along in the application.

The Executive Board:

Consists of the following: Station Manager, Programming Director, Executive Producer, Technical Director, Webmaster, Publicity Chair, and Financial Chair. The only members permitted to know the code to the studio are the Station Manager, Programming Director, Executive Producer, and Technical Director.

1. **Station:** THE STATION, OR MANAGEMENT SECTOR IS EQUIVALENT TO THE HEARTBEAT OF BTV; IT MAKES SURE THAT BTV HAS THE RESOURCES TO KEEP ON EXISTING.

Station Manager

Complete oversight of the station. First in command. Leads staff meetings, serves as primary University Relations official, sets and evaluates success of weekly and monthly goals, and makes the final call on financial decisions. Directly oversees advancement branches of BTV.

Publicity Chair and Team: Lead the BTV Revival Publicity Blitz, create and post flyers and tableslips. Get into contact with media and place ads to accrue new material, advertise website, and encourage production. Advertises for new BTV management positions and equipment rentals. **Publicity Chair position taken for 2008-2009. Work your way up to Chair for BTV by being part of the Publicity Team.*

Financial Chair and Assistants to the Financial Chair: deals with carefully and skillfully crafting a budget to present to the UFB with the Executive Board. In charge of all efforts to obtain funding outside of the Undergraduate Finance Board. Tasks will primarily include grant writing, alumni contact, and the conception of several different modes of increasing our funds, including parties, co-sponsorship or events, etc. The Assistants will split duties with the Financial Chair, but the Financial Chair will be the E-boards Primary contact to its funds.

Webmaster- The webmaster, as one of the most crucial roles in BTV, sits on the Executive Board and is in close contact with the Station Manager. The website will be the venue through which the large majority of BTV programming is watched. He/she must create a website capable of efficiently and attractively exhibiting BTV production. The website must contain all BTV information, forms, and filmmaker resources. A thorough knowledge of Flash and website design is desired. Interaction with most departments involved. While the website must be organized, the webmaster is given a considerable amount of creative freedom. Great for a resume.

**This position is taken for 2008-2009*

2. **Programming:** THE PROGRAMMING SECTOR PROGRAMS (ORGANIZES AND EXHIBITS) PRODUCTIONS READY TO SHOW TO THE PUBLIC.

Programming Director- the programming director oversees the day to day running of the station. Once content is submitted, he/she and his/her staff establish and run the schedule. Executively, the Programming Director is second in command, acting as a kind of vice president. As such, he/she and his/her staff assist the station manager accordingly.

The Programming Director is designed to be for a person who can “wear many hats.” **This position is taken for 2008-2009*

Other Responsibilities

- Leads the Special Projects Unit
- Holds and creates official forms as needed.
- Creates and operates the schedule of shows on cable and online
- Organizes any public screenings
- Digitize and archive all usable past videos.
- Archive incoming projects.

Programming Staff- assists the programming director with the responsibilities listed above. Some responsibilities herein may be some as: events coordinator, logistical coordinator, Project X Specialist, and more.

Archivist- the Archivist will digitize all past VHSs that are usable and develop a system for organizing new, incoming material. The Archivist will dually act as a BTV Historian, which involves preserving historical documents and recording, in some form, the major events of BTVs development.

3. **Production:** THE PRODUCTION SECTOR TAKES PRODUCTIONS AND TURNS THEM INTO PROGRAMS.

WHILE PROGRAMMING DEALS WITH THE FINISHED PRODUCT, PRODUCTION ENSURES THE COMPLETION OF THAT PRODUCT.

a. **Production Expansion**

Executive Producer- third in command. The Executive Producer is responsible for accruing completed productions, and is the primary advocate for the creation of new productions. In sum, he/she oversees all production at BTV. **This position is taken for 2008-2009*

Specific Responsibilities:

- Primary Advocate of new production for BTV
- Goes to classes and speaks on behalf of BTV
- Writes emails and notices to the listserv

EP Team

Will assume many different roles in accomplishing the goals of the Production Expansion department.

University Outreach Coordinator- One of the most important roles in BTV. The UOC gets into contact with campus organizations to retrieve complete productions, to encourage new productions, and to maintain positive relations with the Brown Community. Works closely with the RISD Relations Chair. There may be more than one UOC. **Spots open for additional UOCs*

Filmmakers Resource Coordinators- Responsible for the Production Packet and other resources, including ones having to do with the website. Jobs include collecting and organizing the information necessary for the completion of a production, from start to finish. The FRCs will also work closely with the Technical Department

4. Technical Department

Technical Director- Fourth in command. Oversees and directs effective use of all things having to do with BTV equipment. Must gain a thorough knowledge of how to operate BTV's equipment. The Technical Director will hold instructive classes and handle the rental schedule. **This position is taken for 2008-2009*

Specific Responsibilities:

- Gain a thorough knowledge of BTV's equipment.
- Built a technical team of individuals who hold a wealth of knowledge in BTV equipment to act as resources to filmmakers. Many with specialize in a certain area.
- Create and operate a rental scheduling calendar making it easy and secure for filmmakers to rent out BTVs equipment.
- Design and lead classes with the technical team for BTV Equipment Training.

- Create a technical resource packet to give to producers and filmmakers involving specific uses and features of BTV Equipment to put in the BTV Production Packet.
- Evaluate the status of equipment and work with the Finances Department to build a budget each term determining what equipment BTV should purchase.
- Make sure the equipment is kept safe and clean.
- Record events around campus with multiple cameras and edit them to usable programming.

Technical Team- Assists the Technical Director with all, but not limited to, the above duties. Must gain a thorough knowledge of BTV equipment. ALL members of the technical team will be expected to participate in rental hours, be part of the BTV Field Crew, and teach equipment tutorials.

- ALL will be expected to teach tutorials and participate in rental hours.
- Packet Producers
- BTV Field Crew: Record events around campus to give BTV programming.
- Editors: For programs that are recorded, you will perform quick edits and create a dvd for usable programming.

Equipment Production- Assists the Technical department in the construction of DIY material. This is essentially our guerilla department, in charge of making dollies, cranes, tripods, lighting equipment, what have you, out of cheap, easy to attain materials. They will also make desks, chairs, props, and other objects as needed by BTV productions.

- Construction of DIY materials



BTV

2008-2009 Administrative Application

POSITIONS AVAILABLE: Publicity Team, Assistants to the Financial Chair (COE concentrators preferred), programming staff, archivist, University Outreach Coordinator, EP Team, Filmmakers Resource Coordinator, Technical Team, BTV Field Crew, Equipment Production. *Note*: The majority of these positions will be continuously available.*

Name:

Year:

Phone Number:

Email:

Concentration(s):

Box #:

Why do you want to be involved with BTV?

In order of preference, what administrative positions are you interested in and why?

What do you think qualifies you for this/these job(s)? Attach resume if necessary.

What are the best days for an interview with you?}