

## **2024 BTP Daytime Activity Film Crew Coordinator Job description**

### **Job Overview**

Plan & organize how to best interview and film all the On-site Daytime Activity Leaders about their activity. Use HD broadcast quality video equipment with great sound. Provide training and supervision of volunteers.

### **Daytime Activity Film Crew Coordinator responsibilities before Camporee begins**

- Must arrive at the Camporee by the Friday before the Camporee begins
- Pre-Camporee Set up: by Friday sundown before the Camporee begins
- Volunteer Training for your volunteers: All day Sunday before the Camporee begins
- Meet with On-site Communications Director to go over any questions, concerns, or directions
- Set up your work space
- Become familiar with the Camporee map and drive around the grounds

### **Week of Camporee – Daytime Activity Hours, Tuesday 12:00-5:00pm, Weds. – Fri. 9:00am-5:00pm, Sabbath 1:00pm-5:00pm**

- Attend worship each day with worship at 7:30 at the On-site Communications office
- Make a schedule of what Daytime Activities to interview and film each day
- Questions to ask during interview:
  - What is your name & cell #.
  - Describe this honor or activity.
  - What is one thing you would do again?
  - What is one thing you would never do again?
- Supervise your volunteers and schedule their work load
- Edit, label, and categorize video content
- Download video to appropriate device for storage

### **After Sundown or Sunday**

- Clean up your work space
- Turn in the video storage device to On-site Communications Director before you leave
- Drop off any equipment inventory list to On-site Communication office
- Take your signed receipts by the On-site Communications Director, for reimbursement, to CYE Finance Manager at the Registration building