# Director

**Head of Sales and Distribution**

Makes sure:
- Every voice is heard
- Everyone is accountable and aware of how they will be graded
- Decisions are fair

Manages time and sets the schedule
Reports group progress to the teacher
Evaluates the group's quality of work
Presents the final product

# Producer

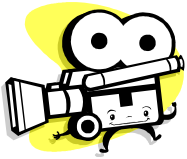**Head of Production and Editing**

Makes sure:
- Each member has a role, is performing it and is focused
- All members have reached their goal

Restates ideas
Encourages other to share ideas, give opinions and work hard
In charge of the computer editing

# Storyboard Artist & Head Writer

**Director of Development**
- Records brainstorm ideas
- Fills out the storyboard
- Finds additional images if necessary
- Makes final decision on images & narration used after all voices are heard

# Director of Photography

**Head of Pre-Production**
- Picks up, distributes, collects, turns in or puts away materials
- Takes all planned photos
- Uploads photos to the computer
- If necessary finds additional images online