

Charisma Group Job Description

JOB OVERVIEW

JOB TITLE Auto Cue Operator

JOB PURPOSE

To operate the prompting system used to allow talents to read their scripts while looking directly into the camera lens. The Autocue Operator makes sure that the Autocue keeps up with the speed of the talent's pace of reading.

DUTIES & RESPONSIBILITIES

- Format the computer files of scripts to be displayed correctly on the prompter and operate a computer that's linked to the prompter during recorded and live shows
- Check with the presenter what font size they would prefer and during rehearsals, assess the speed of their delivery
- Control the teleprompter on studio shows and some location shoots
- Controls the speed at which the words scroll down the screen so that the person reading it can speak continuously while still looking into the camera
- May have to transcribe things to the prompter script or make last-minute adjustments
- Keep an eye on email for any written changes from the producer
- May need to print off changed scripts for the rest of the crew

QUALIFICATIONS

- Highly experienced in operating the principal Autocue software packages and control systems.
- Excellent spelling and pronunciation skills.

KNOWLEDGE & EXPERIENCE

- Good knowledge of the TV studio working environment

SKILLS & ABILITIES

- High level of people and interpersonal skills, and the Operator needs to have the ability to put celebrities and presenters at their ease where difficult script reads are concerned.
- Calm and clear communicator who's most valued ability is often to be unseen and unheard when a shoot is going according to plan.