Head Production Team



These are the job assignments that will go into effect at the beginning of the 2025-2026 school year under the highest command from Muntasir Bergam - President

| Head Production Team | | | | |
| --- | --- | --- | --- | --- |
| People Name | Title | Job | Files Project Tracker | Year - Exp |
| [Muntasir Bergam](mailto:muntasirber2319@flaglercps.org) | President | Project Manager | File | 2026 - 4th |
| [Eusebio Filipe](mailto:eusebiofil0134@flaglercps.org) | Vice President | Personnel Manager | [Eusebio Filipe](https://docs.google.com/spreadsheets/u/0/d/1Xheo8Bx08PnZuy4XrU-51BrzSo122QwYyt-Wmy_Dx8c/edit) | 2026 - 4th |
| [Nevaeh Serrano Martinez](mailto:nevaehser5804@flaglercps.org) | Director of Staff | EXCUSED | File | 2027 - 3rd |
| [Chloe Foster](mailto:chloefos1469@flaglercps.org) | Senior Editor | PR Advisor | [Chloe Foster](https://docs.google.com/spreadsheets/d/1HNFCulFwArAzwQ5kiNusS9FqSx0sbBp8AQTju9y3iJw/edit?usp=sharing) | 2027 - 3rd |
| [Anais Serrano Martinez](mailto:anaisser5802@flaglercps.org) | PR Manager | Colab Coordinator | [Master Sheet](https://docs.google.com/spreadsheets/d/1Y3A89IZLJZCdSlWOD8Eq_xESP2bcQs4mvRAiBPkNCXA/edit?usp=sharing) | 2027 - 2nd |
| [Oliver Greene](mailto:olivergre1138@flaglercps.org) | Editor's Advisor | Senior Director | File | 2027 - 2nd |
| [Nikyah Renwick](mailto:nikyahren0720@flaglercps.org)[Alyssa Blagodatkov](mailto:alyssabla2170@flaglercps.org) | Director of AdvertisementDirector of Advertisement | EXCUSEDEXCUSED | File  File | 2028 - 2nd ┐  2028 - 2nd ┘ |

*Your title and job have different responsibilities but they should go hand in hand.*

***IMPORTANT NOTE: Members of the head production team, when attending the meetings club, should have on FPC-TV appearal.***

### Section 1 - DVT President

The President is responsible for overseeing the operations of FPC-TV and ensuring the club’s goals and projects stay on track. This role involves:

• Hosting and leading meetings every Tuesday, setting the agenda, and ensuring discussions remain productive.

• Coordinating with other leadership members to ensure all projects, including sports game films, school event coverage, and news segments, are progressing smoothly.

• Acting as the main point of contact between the club and the school administration, ensuring compliance with school guidelines.

• Encouraging teamwork and creativity, fostering an environment where members can contribute ideas and improve their media skills.

• Making executive decisions when needed to keep projects on schedule and resolve conflicts within the team.

### Section 1.2 - DVT Vice President

The Vice President serves as the second-in-command of FPC-TV, assisting the Project Manager in overseeing the execution of projects and ensuring the team functions smoothly. They help manage the production process, coordinate between different departments, and step in to lead when the Project Manager is unavailable. Additionally, the Vice President provides support in decision-making, scheduling, and maintaining team morale.

### Section 2 - DVT Personnel Manager

The Personnel Manager is responsible for keeping track of all FPC-TV members, ensuring everyone is accounted for and actively participating. They play a key role in organization and communication within the club. Responsibilities:

• Take attendance at every meeting and document who is present or absent.

• Keep an updated record of each member’s participation in projects and meetings.

• Follow up with absent members, providing them with updates on what they missed and any tasks assigned to them.

• Ensure that all members are engaged by checking in with smaller groups and helping them stay accountable.

• Work with the Director of Staff to ensure that every production team is on track and that no one is left out of the workflow.

### Section 3 - DVT Director of Staff

The Director of Staff ensures that FPC-TV members remain organized, accountable, and efficient in their respective roles. Responsibilities include:

• Taking attendance at every meeting and keeping a record of member participation.

• Supervising smaller groups, making sure that filming, editing, and reporting teams are on track with their assignments.

• Checking in with members to ensure deadlines are met and projects are completed to FPC-TV’s standards.

• Acting as a liaison between different teams, ensuring smooth communication and coordination between groups.

• Identifying any issues with project progress and reporting them to the President or Senior Editor as needed.

### Section 4 - DVT PR Manager

The PR Manager is responsible for maintaining FPC-TV’s public presence and ensuring the club’s content reaches its audience. Responsibilities include:

• Ensuring weekly news updates are posted on YouTube with engaging, well-edited content.

• Managing FPC-TV’s presence on social media platforms like Instagram by regularly posting updates, behind-the-scenes content, and promotional materials.

• Engaging with the audience, responding to comments, and increasing viewer interaction to grow FPC-TV’s following.

• Coordinating with the production team to ensure promotional materials (such as posters or social media posts) are ready before big events.

• Tracking analytics and engagement, using data to improve FPC-TV’s content strategy and online presence.

### Section 4.1 - DVT PR Advisor

The PR Advisor works closely with the PR Manager to ensure that all FPC-TV projects meet high-quality standards before release. They review promotional content, social media posts, and video projects, providing feedback to ensure that the club maintains a polished and professional image. The PR Advisor also collaborates with editors and scriptwriters to ensure consistency in messaging and branding.

### Section 4.2 - DVT Director of Advertisement

The Director of Advertisement is responsible for creating promotional materials, including posters and flyers, to increase awareness of FPC-TV around the school. They design eye-catching recruitment posters to attract new members and ensure that all advertisements align with FPC-TV’s branding. Additionally, they may coordinate with the PR team to develop marketing strategies that boost engagement with FPC-TV projects.

### Section 5 - DVT Senior Editor

As the head of post-production, the Senior Editor ensures that all FPC-TV projects maintain high-quality standards and are completed on time. Responsibilities include:

• Managing the editing workflow for all FPC-TV content, including sports films, school event coverage, and news updates.

• Assigning editing tasks to junior editors, ensuring they understand their responsibilities and meet deadlines.

• Reviewing and providing feedback on edited projects before they are finalized and published.

• Troubleshooting technical issues with editing software or equipment and offering solutions to the editing team.

• Maintaining FPC-TV’s creative vision, ensuring all projects follow a consistent style and meet the club’s standards.

### Section 6 - DVT Collaboration Coordinator

The Collab Coordinator manages FPC-TV’s external partnerships and business inquiries, ensuring smooth communication between the club and outside organizations. They facilitate collaboration opportunities through the teacher, Mrs. Davis, and oversee special projects. Responsibilities:

• Manage and organize external collaboration opportunities for FPC-TV, ensuring partnerships align with the club’s goals.

• Communicate with Mrs. Davis, who acts as the bridge between FPC-TV and outside organizations requesting services.

• Review and approve business inquiries, ensuring they are appropriate for FPC-TV and align with the club’s capabilities.

• Coordinate projects with external clients, ensuring that deadlines, expectations, and deliverables are clearly outlined.

• Ensure that only head production members participate in these external projects (with exceptions made if necessary).

• Work closely with the Project Manager and Directors to integrate external collaborations into FPC-TV’s workflow.

### Section 7 - DVT Editor’s Advisor

The Editors Advisor acts as a mentor and support system for the editing team, working closely with the Senior Editor to ensure smooth post-production. Responsibilities include:

• Providing hands-on assistance to junior editors, helping them improve their technical skills and efficiency.

• Reviewing editing work before submission to the Senior Editor, catching mistakes early and offering constructive feedback.

• Helping to troubleshoot issues related to video editing software, exporting, and formatting.

• Ensuring that deadlines are met, working with editors to manage their time effectively.

• Maintaining a supportive and collaborative editing environment, making sure editors feel comfortable asking for help or guidance.

### Section 8 - DVT Public Relations Advisor

The PR Advisor ensures that all FPC-TV content posted on social media meets high-quality standards. They work closely with the PR Manager and Social Media Manager to maintain a professional and polished public image. Responsibilities:

• Review all social media posts, videos, and announcements before they are published to ensure they align with FPC-TV’s branding and quality.

• Maintain a professional and polished image for FPC-TV, ensuring consistency across platforms.

• Collaborate with the PR Manager to brainstorm new ways to promote FPC-TV’s work and engage the audience.

• Provide feedback on video edits and promotional materials, ensuring they are visually appealing, well-structured, and error-free.

• Ensure that news updates, event coverage, and sports recaps are presented clearly and effectively to maintain credibility.

General Job Board



| General Job Board | | |
| --- | --- | --- |
| People Name | Job | Year - Ex |
| [Muntasir Bergam](mailto:muntasirber2319@flaglercps.org) | Project Manager | 2026 - 4th |
| Person | Story Writer |  |
| Person | Story Writer |  |
| Person | Script Writer |  |
| Person | Script Writer |  |
| Person | Junior Director |  |
| Person | Junior Director |  |
| Person | Junior Editor |  |
| Person | Junior Editor |  |
| Person | Junior Editor |  |
| Person | Junior Editor |  |

### Section 1.1 - DVT Project Manager (President)

The Project Manager is responsible for overseeing the execution of FPC-TV projects, ensuring they stay on schedule and meet quality standards. Responsibilities include:

• Coordinating all aspects of production, from pre-production planning to final edits.

• Setting deadlines and tracking progress, ensuring that filming, editing, and scriptwriting teams stay on task.

• Communicating with different groups, ensuring smooth collaboration between writers, directors, and editors.

• Identifying and resolving issues that may arise during production, keeping the workflow efficient.

• Ensuring all projects meet FPC-TV’s creative and technical standards before they are published or aired.

### Section 9 - DVT Team Leader (2)

Junior Directors work together to direct FPC-TV’s video productions, ensuring the vision is executed properly. Responsibilities include:

• Assisting each other in managing the filming process, ensuring smooth coordination between crew members.

• Directing actors, interviewees, or on-screen talent, ensuring they perform naturally and effectively.

• Collaborating with camera operators, ensuring proper angles, lighting, and composition.

• Overseeing on-set production, troubleshooting any filming challenges.

• Working closely with editors to ensure footage is captured in a way that allows for smooth post-production.

### Section 10 - DVT Script Writers (2)

Script Writers take the concepts developed by the story writers and turn them into structured, detailed scripts. Responsibilities include:

• Writing clear and coherent scripts for FPC-TV’s news segments, sports coverage, and event films.

• Ensuring dialogue, narration, and descriptions are well-structured and engaging.

• Adjusting scripts to fit filming constraints, working closely with the project manager and directors.

• Making revisions based on feedback, improving pacing, tone, and clarity.

• Ensuring scripts align with FPC-TV’s vision, maintaining professionalism and creativity.

### Section 11 - DVT Junior Editors (4+)

Junior Editors work at different times on the same project to ensure each edit is unique and high-quality. Responsibilities include:

• Editing FPC-TV content, including sports films, event coverage, and news segments.

• Collaborating with other editors, ensuring consistency while allowing for creativity in editing styles.

• Applying special effects, transitions, and color correction, enhancing the final product.

• Ensuring smooth storytelling, aligning with the director’s vision and script requirements.

• Working with feedback from the Senior Editor and Editors Advisor, improving their editing skills and refining their work.

### Section 12 - DVT Story Writers (2)

Story Writers are responsible for developing compelling narratives that serve as the foundation for FPC-TV’s projects. Responsibilities include:

• Brainstorming and pitching ideas for school event coverage, sports films, and news stories.

• Creating engaging storylines that align with FPC-TV’s themes and audience.

• Collaborating with scriptwriters to refine ideas and ensure smooth storytelling transitions.

• Revising and improving story concepts, incorporating feedback from the production team.

• Ensuring creativity and originality in all FPC-TV productions, making content both entertaining and informative.