

# Production roles

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Role	Role statement
researcher	Understanding of the topic and stage level. Clear understanding of copyright considerations.
writer (individual topics/subjects/ year levels)	Thorough subject and specific topic knowledge. Clear understanding of: distance education setting, variety of learning styles and abilities, instructional design principles and dos and don'ts of writing for distance education. Willingness to participate in Quality Assurance process.
rich media producer	Identify or create (through drawing, scanning, filming, animating, recording, annotating, face puppetry) rich media using suitable software such as Adobe Illustrator, Photoshop, iMovie, InDesign, SoundBooth, CrazyTalk, Adobe Captivate etc.  Technical diagrams and drawings, photographs, cartoons and realistic drawings may be required.
publisher	Excellent typing skills, ability to use styles and templates, ability to create in variety of delivery modes such as Lesson LAMS, Moodle, text based and other as required by faculty.
digital hosting and learning systems support	To publish the writer's work consistent with their intent. This involves the application of the consistent teacher judgement standards in combination with the Department's technical standards, ensuring that the learning can occur on any device, such as, tablets, smartphones and laptops.  The technology supports and enhances the learning and teaching experience but does not drive how the knowledge and skills are taught.
critical friend (individual topics/subjects/ year levels)	Thorough knowledge of topic and stage level to determine accuracy and originality of the teaching material. A critical friend will view all videos, listen to all audio, attempt all activities and check suggested answers, complete all exercises; as well as reading content.  See separate pdf for critical friend checklist.
editor	Comes from a different KLA/subject and understands grammar, spelling and punctuation rules. Has thorough understanding of the <i>AGPS Style Manual</i> and copyright laws. An editor studies structure and content to ensure consistency (formatting, language, terminology and punctuation) throughout the material.  See separate pdf for editing checklist.
proofing	Comes from a different KLA; is known for attention to detail. A proofreader's job is to read every single character, detect any errors and mark them for correction.  See separate pdf for proofreading checklist.