



United States Department of the Interior
National Indian Programs Training Center
1011 Indian School Road NW, Suite 254
Albuquerque, New Mexico 87104
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NIPTC Roles & Responsibilities

- Informs client about the process involved in designing, developing, and producing a project.
- Informs client of their required participation and their responsibilities during the project.
- Develops an agreed upon timeline and budget with client.
- Oversees the actual satellite broadcast the day of uplink.
- Preproduction: Writes, produces and directs video roll-ins. Directs broadcast dress rehearsals and other pre-production preparation.
- Postproduction: suggests vendors for videotape duplication and Closed Captioning.
- Audience and content analysis: assists client with identifying goals, appropriate audience, and type of content, as needed.
- Development: assists client with development of scripts, visuals, activities, and roll-in video.
- Site registration: assists with online registration process.
- Site: serves as chief point of contact for site facilitators.
- Satellite broadcast evaluation: retrieves data and assists with statistical analysis for evaluation.