The audio technician is responsible for running the audio board during all run-throughs and live broadcasts. He or she balances microphone levels for talent and audio levels for videos that run through the switcher. The audio technician keys all audio that is broadcast and recorded during the live show.

**BEFORE THE SHOW**

1. Consult the rundown and/or the director to confirm the number of microphones needed.

2. Remove mics and IFBs and cables from cabinet.

3. Connect mics and IFBs to jacks on the news desk. Leave mics on the desk at the talent positions.

4. When the talent is seated on the desk, make sure their mics are turned on (switched from OFF to the position that has the straight line) and placed appropriately on the talent’s body. Mics should be placed at shoulder level and pointed towards the talent’s mouth. Mics should be placed on the inward side of the talent’s body, or on the side that is closest to the center of the news desk.

5. Using the audio board to turn mics on and off, do mic checks for each of the on-camera talent. The button at the top of the audio bar turns the mic on and off. When the mic is on, the button lights up yellow. Set the audio level so that it is between -6 and -12. Anchor 1 should be on mic 1 on the audio board, Anchor 2 should be on mic 2, the sports anchor should be on mic 3, and weather anchor should be on mic 4.
6. Play all video clips to test audio levels. When the clips channel is turned on, it will light up yellow. Set audio levels for each clip so that the audio range is between -6 and -12. Make a note on the rundown of where each clip’s audio level should be.

7. Run the audio board for all run-throughs.

**DURING THE SHOW**

1. Follow the director’s cues to key talent at appropriate times during the show. The anchor on mic 1 should be the anchor on camera 1 and the anchor on mic 2 should be on camera 3. When the director says, “Standby camera 1,” that means that you should standby to key the anchor that corresponds with that camera. “Keying” a mic means turning it on. When the director says, “Take camera 1,” that means that the mic that corresponds with that camera should be turned on. Keep both mics open or keyed during any two shots when both anchors are on the desk. Have all mics open during the four shot at the end of the show.

2. As necessary, change scripts Rundown Creator. As the producer calls for, delete scripts for stories that are dropped from the show or add scripts for stories that are added to the show.
3. Always follow the rundown and listen to the director to be sure which mic should be keyed and which package or SOT audio levels need to be set.

4. Take care not to clip microphones or video audio. “Clipping” is when the mic is turned on after the anchor starts speaking, which means part of what the anchor is saying gets cut off. Always key mics and video audio in Clips 1 a couple of seconds in advance.

**AFTER THE SHOW**

1. Debrief with the cast and crew.

2. Turn all mics off and return them to their cases.

3. Bring all audio levels down to zero and turn off all mics and clips on the audio board.