

## EXPLORATORIO SUPPORT STAFF

# Administrative Assistant

### DESCRIPTION

Keep records on which students adopted which exhibits and who signed up for which support staff positions. Return recipes to The Binder; “round up” renegade recipes from certain exhibitors.

#### Adoption (Adoption Day at Lunch)

- Assist with the initial adoption of exhibit recipes

#### Set-Up (Tuesday 3-7pm)

- Help set-up crew clean room, move tables/chairs, mop, foil windows, build blind
- Make a run to grocery/hardware store if needed (preferable if you have a cell phone, driver’s license, and automobile)

#### ExploratoRio (Wednesday 7:30am-1:30pm; 7-9pm)

- Assist with exhibitor crises as they arise during the day
- Take roll of exhibitors and physics students each period on the minimum day schedule

#### Take-Down (Wednesday 9pm-10pm)

- Assist take-down crew strike ExploratoRio and return the room back to classroom status

#### Other Things (as they arise)

### REQUIREMENTS

Be able to meet all the obligations listed. Have already demonstrated a level of maturity, reliability, and responsibility appropriate for this position. The selection process is highly subjective.

### CTF RATE

See Bulletin.

# Elementary Class Host

## DESCRIPTION

Arrange with an elementary school teacher to have their class visit ExploratoRio during the day. You must also host them when they come to ExploratoRio.

This position is well-rewarded because it requires considerable work and is subject to considerable difficulties.

## Contact

Obtain the ExploratoRio Letter of Invitation. Take it to the teacher of an upper elementary teacher. (Fourth grade is the age most appropriate for ExploratoRio. Fifth graders can also work; sixth graders to a lesser extent.) Discuss ExploratoRio with the instructor and get the bottom portion of the Letter of Invitation and return that to Mr. Baird or Mrs. Jeffries.

Double-check with your invitee to make sure they can actually bring their class on the date of ExploratoRio. Sometimes standardized testing is occurring on that date and they cannot be away from school.

## Reserve

Mr. Baird/Mrs. Jeffries will give your class a specific time window. You need to get this information back to your invitee.

## Arrange

Make sure your invitee knows where to park; give them a campus map (available at the main office) with all appropriate ExploratoRio landmarks pointed out.

## Host

When your group arrives at ExploratoRio, be there to greet them and describe ExploratoRio to the students. Explain that there are three rooms and they are encouraged to see all the exhibits in each room.

## CTF RATE

See Bulletin.

## EXPLORATORIO SUPPORT STAFF

# Photographer

### DESCRIPTION

Photographers are needed to record the events of ExploratoRio. Photograph exhibitors and participants interacting. Experienced photographers are needed to do this well; composition is the key. For the potential of yearbook submissions, photographers are encouraged to get some pictures **without** seniors. Each photographer must submit one set of JPEG's. Shifts will be Wednesday periods 1-3, Wednesday periods 4-6, and Wednesday 7-9pm.

### REQUIREMENTS

See "ExploratoRio Photographer Notes" for photo composition and submission requirements. Proper labeling of computer files is critical to earn point maximum.

### PRODUCT

A CD-ROM or DVD-ROM of your **best** photos, with each JPEG file correctly labeled per instructions.

**Do not turn in every photo you snapped, and do not leave the files with titles like "IMG\_4852.JPG" or "DSC\_9438.JPG."**

### CTF RATE

See Bulletin.

## EXPLORATORIO SUPPORT STAFF

# Banner Maker

### DESCRIPTION

Banner makers paint and hang banners and post flyers around campus advertising ExploratoRio. Most of this work needs to be done Monday and Tuesday just before ExploratoRio. Banners are made by painting colored butcher paper. Banners are BIG. Banners are not 8.5" x 11" sheets of paper from an inkjet printer or laser printer. Banner Makers must also take down banners and flyers from 8:30pm - 9:00pm ExploratoRio Night.

### CTF RATE

See Bulletin.

# EXPLORATORIO SUPPORT STAFF

# Set-Up Crew

## DESCRIPTION

Set-Up Crew prepares classroom for ExploratoRio

Time: Tuesday, 3-5pm.

### **Details:**

- Store various items per teacher's instructions
- Sweep room
- Move tables/chairs
- Mop floor
- Foil-cover the windows in B-11 (middle room)
- Build blind (light trap) between classroom and middle room
- Store computer cart and crates in Hodgins' Ping-Pong Lounge
- Other tasks as determined by the instructor or administrative assistant

## CTF RATE

See Bulletin.

## EXPLORATORIO SUPPORT STAFF

# Take-Down Crew

### DESCRIPTION

Strike ExploratoRio and return the room to classroom configuration.

- Obtain trash cans
- Return physics apparatus used in exhibits to appropriate locations
- Throw out remnants of exhibits
- Sweep/mop floor
- Retrieve storage crates, etc., from Hodgin's Ping-Pong Lounge
- Remove foil from windows in B-11 (middle room)
- Dismantle blind (between classroom and middle room)
- Return tables and chairs to classroom configuration

Follow instructions from Teacher and/or Administrative Assistant.

Time: Wednesday, 9pm-10pm

### CTF RATE

See Bulletin.

# Balloon & Chalk Squad

## DESCRIPTION

Place balloons and make chalk markings on entrances and access roads and walkways that lead daytime elementary school visitors to their parking spots and then to ExploratoRio. Mark the ground only. Do not mark walls!

Times: 1st period (set-up) and 12:30-1:00pm—after school on the minimum day (take down).

## CTF RATE

See Bulletin.

# Film Director

## DESCRIPTION

A short digital film (iMovie or equivalent) documenting this year's ExploratoRio would be entertaining for participants to see and instructional for future ExploratoRio participants.

## TASK

Compose a short digital film documenting this year's ExploratoRio. The film should run about 5 minutes, and must be engaging and captivating throughout. The film should show effective use of video techniques (Ken Burns camera motions on stills, non-distracting transitions, opening and closing titles, music/sound effects).

## REQUIREMENTS

1. Experience creating digital films using appropriate software, and processing that film onto a DVD playable on a standard DVD player.
2. Access to hardware and software needed to create a digital film.

## RESOURCES

You will be provided with a collection of digital stills and short digital video clips. It will be your job to edit the best of that collection into a digital film.

## PRODUCT

The final product will be your digital film on a DVD.

## DEADLINE

The third Tuesday following ExploratoRio.

## CTF RATE

Inquire.



# EXPLORATORIO SUPPORT STAFF

# T-Shirt Team

## TEAM COMPOSITION

Art Person: A person with demonstrable artistic ability.

Computer Person: A person who can arrange an online store at Cafe Press (or equivalent) and who can use a scanner (if necessary).

## TASK

Design and sell a T-shirt for this year's ExploratoRio using an online vendor.

### **Art Research**

Look at the pictures from ExploratoRios from years past. Go to [www.phyz.org](http://www.phyz.org) and follow the links to the photo albums from past years.

### **Web Research**

Determine the process for setting up an online store at Cafe Press ([www.cafepress.com](http://www.cafepress.com)) or equivalent.

## PRODUCT

By the deadline given, have an ExploratoRio T-shirt available for purchase (at cost, with no profit). The lowest-priced T-shirt must be available.

## DESIGN REQUIREMENTS

Design must include

"ExploratoRio 20\_\_" (use this year's number)

"A Groovy Hands-On Exhibition of Science and Perception"

Design may include

"Rio Americano High School"

Design must be approved by the instructor before it's made available for sale.

# Videographer

## DESCRIPTION

Videographers are needed to record the events of ExploratoRio. Capture exhibitors and participants interacting. Experienced videographers are needed to do this well; composition is the key. So is brevity. Clips should run from a few seconds to several seconds, not minutes! Keep them short! (But long enough to capture the event at hand.) Shifts will be Wednesday periods 1-3, Wednesday periods 4-6, and Wednesday 7-9pm.

## REQUIREMENTS

A digicam or digital camcorder capable of producing short video clips.

## PRODUCT

A CD-ROM or DVD-ROM of your **best** clips, with each .mov, .avi, .mpeg, .wmv, or .mp4 file correctly labeled per instructions.

**Do not turn in every clip you shot, and do not leave the files with titles like “IMG\_4852.MOV” or “DSC\_9438.AVI.”**

## CTF RATE

See Bulletin.

# EXPLORATORIO SUPPORT STAFF

# Public Relations

## DESCRIPTION

There are several options here.

Create and run radio spots for KRAT to be aired during Open House (evening).

or

Cover ExploratoRio for

- TV News Rio
- The Rio Mirada
- The Tesoro

or

Get ExploratoRio covered by

- KCRA Channel 3
- KXTV Channel 10
- KOVR Channel 13
- KMAX Channel 31
- KTXL Channel 40
- KQCA Channel 58
- The Sacramento Bee

## CTF RATE

Inquire. CTF for this position is awarded on the basis of results, not effort.