

Bard

Tips for Conducting On-Camera Interviews for Bard College

Things you'll need:

Camera Tripod Interview Questions Location Seating (2 chairs)

Step 1: Preparing and Asking the Interview Questions

- Determine the main purpose of the interview.
- Sequence questions in a logical order aimed at achieving the purpose of the interview.
- Avoiding redundancy in your questions.
- Be courteous to the interviewee and make them feel at ease before the interview.
- Ask the interviewee to state and spell their name and their position for the camera.
- Ask the interviewee to answer the questions in complete sentences.
- If the interviewee seems nervous or sounds scripted, try to make the interview more conversational and relaxed.

Step 2: On-Location Setup: Establishing the Shot

- Choose the location for the interview.
- Make sure you do not set up in front of windows or mirrors.
- Make sure there is nothing distracting in the shot.
- Ask permission to move things for the shot if you need to.
- Provide the interviewee with a chair that doesn't swivel. If they are in an office chair, ask them politely not to swivel if you find that they do.
- Provide a chair for the interviewer that is the same height as the interviewee's chair.
- **Always use a tripod** for interviews.
- Place the camera on the tripod to the left of the interviewer's chair, at their left shoulder.

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Lighting the shot:

- Make sure the interviewee's face is well illuminated.
- If you have a lamp in the back it can sometimes add nice depth; just make sure the brightest light is on the subject's face.

Framing the shot:

- Frame the subject to the left of the frame.
- The shot should be a medium close-up with enough headroom.
- Check again for anything distracting in the shot.
- Make sure the eyes of the interviewee are in focus.
- Use white balance if you have a camera that has a white balance setting.



Sound:

- Make sure there isn't too much ambient noise like people talking or equipment buzzing.
- If you have a lavalier microphone, give it to the interviewee and ask them to clip it

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to their shirt or jacket so that it is not going to be hit by hair or jewelry or other clothing.

- If possible, see that the microphone is out of the frame without compromising sound quality.
- Using headphones, check the levels of the lavalier microphone on the camera. Test the sound so it is not too hot (distorted or popping) or too low.
- Test the sound levels on the microphone attached or internal to the camera.
- If there is one person there exclusively to run the camera, have them keep the headphones on throughout the whole shoot to monitor sound.

Step 3: Record the Interview

Run a test:

- Do a sample taping and sound check.
- Play back with headphones while watching the viewer.

Record the interview:

- **Remember to press Record.**
- Don't move the camera once the video is recording.
- Record multiple takes per question if necessary (if there was a disturbance in the room or the interviewee needs a few times to articulate their thoughts clearly).
- At the end, stop the recording and make sure you captured the footage.
- Shake the hand of the interviewee and thank them for their time.