

## STUDENT FILM CREW JOB DESCRIPTIONS

### PRODUCTION DEPARTMENT:

#### Director

The Director *guides all creative aspects of production* but does so with a collaborative, open mind. If not also the writer, the Director chooses the screenplay and works with the writer to prepare the final shooting script. On set, the Director works with the DP to make decisions about each shot/take and directs the performance of the actors. Specific duties will include:

- Hand-off all important knowledge and information to the Producer in prep
- Audition cast and choose the talent
- Choose a DP and Production Designer capable of bringing the vision to life
- Conduct script analysis, breaking each scene into dramatic beats and rehearsing with talent
- Collaborate with the DP to determine the style of the cinematography and prepare shot lists, storyboards, floor diagrams, etc.
- Conduct visual research and work with the Production Designer and other Art Dept. personnel to make sure they have a clear understanding of and agreement on the creative vision
- Attend tech scouts to walk the key crew personnel through each stage of the shoot
- Communicate vision and thank the crew at the production meeting
- Rehearse with and direct talent on set
- Call action and cut
- Give notes to Script Supervisor on each take
- Communicate needs through the 1<sup>st</sup> AD
- Screen dailies with editor and offer notes

#### Producer/Production Manager

The Producer/PM, under the supervision of the Director, *coordinates, facilitates, and oversees the preparation of the production unit*, including: all off-set logistics, day to day production decisions, locations, schedules and personnel.

Specific duties will include:

- Prepare script breakdown and preliminary shooting schedule with the 1<sup>st</sup> AD
- Prepare and coordinate the budget
- Oversee search and survey of all locations and the completion of business arrangements for the same
- Assist in the preparation of the production with a mind towards efficient collaboration
- Supervise completion of the production report for each day's work, showing work covered and the status of the production, and arrange for distribution of that report to proper channels

- Coordinate arrangements for the transportation and housing of cast, crew, and staff
- Oversee the securing of releases and negotiations for locations and personnel
- Maintain a liaison with the local authorities regarding locations and the operation of the company

### **Location Manager**

The location manager works with the PRODUCER/PM and the 2<sup>nd</sup> AD to *manage the discovery and securing of locations*. The locations manager maintains a liaison between the production and the local authorities, and obtains the necessary clearance and release for use of locations.

Specific duties will include:

- Scouting
- Getting location agreements signed
- Securing permits as necessary
- Securing police and fire when required.
- Securing any other elements required by permit office, i.e. water truck, park ranger, etc.
- Supervising the early access for art department, security during prep, shoot and wrap
- Supervising the wrap of all locations

### **1<sup>st</sup> Assistant Director**

During preproduction the 1<sup>st</sup> AD works in conjunction with the Producer/PM in organizing the crew, securing equipment, script break down, and shooting schedule. During production he/she assists the director with respect to on-set production details, coordinates and supervises crew and cast activities and *facilitates an organized flow of production activity*.

Specific duties will include:

- Prepare script breakdown and preliminary shooting schedule with the Producer/PM
- Aid in location business, as delegated by the Producer/PM
- Check weather reports
- Prepare day-out-of-day schedules for talent employment and determine the cast and crew calls
- Run the production meeting
- Supervise the preparation of the call sheet for cast and crew
- Direct background action and supervise crowd control
- Supervise the functioning of the shooting set and crew
- Maintain cast and crew safety by identifying hazards and preventing irresponsible behavior
- Keep the production on schedule

### **2<sup>nd</sup> Assistant Director**

The 2<sup>nd</sup> AD is the *chief assistant to the 1<sup>st</sup> AD in conducting the business of the set or the location site*. Specific duties will include:

- Prepare the call sheet, in conjunction with the 1<sup>st</sup> AD
- Prepare the daily production report, in conjunction with the Producer/PM
- Distribute scripts, sides, changes, and call sheets to cast and crew
- Communicate advance scheduling to cast and crew
- Aid in location managing as required by the Producer/PM, 1<sup>st</sup> AD, or Location Manager
- Facilitate transportation of equipment and personnel, under the supervision of the Producer/PM
- Supervise set and location wrap
- Maintain liaison between Producer/PM and 1<sup>st</sup> AD
- Assist in the direction of background action and the supervision of crowd control

### **Script Supervisor**

The script supervisor *maintains a daily log of the shots covered and their relation to the script* during the course of a production, *acts as chief continuity person*, and acts as an *on-set liaison to the post-production staff*.

Specific duties will include:

- Maintain a log of all shots, including the following information: shot number(s) as seen on script, actual slated shot number(s), comments by director or DP, continuity information including digital stills references, tape/reel numbers, camera settings, date, time, production statistics, etc.
- Maintain the appropriate forms to manage the details noted above – script supervisor daily log, script supervisor wrap report
- Act as continuity person on set
- Maintain set of continuity photos
- Maintain liaison with 2<sup>nd</sup> AD, provide information for daily production reports
- Provide editor, other postproduction staff with log of footage

### **Key Production Assistant**

The key PA is the *chief on-set/on-location assistant of the 1<sup>st</sup> AD in terms of set operations*.

Specific duties will include:

- Management of walkie-talkies, traffic cones, and other production staff equipment
- Management of other production assistants
- Assist in the direction of background action and the supervision of crowd control
- Assist in set lock-downs
- Assist in the functioning of the shooting set and crew

### **Production Accountant**

The production accountant works closely with the Producer/PM to *maintain the production's budget*.

Specific duties will include:

- Preparation of the budget, in conjunction with Producer/PM
- Maintenance of production accounts
- Facilitate release of expenditures
- Accounting for costs, filling out cost reports

### **Casting Director**

Works closely with the director to *cast the film*.

Specific duties will include:

- Assist in the organization and administration of casting calls and auditions
- Assist in the recruitment and hiring of cast
- Assist in the execution of the cast contracts

## **ART DEPARTMENT:**

### **Production Designer**

Working under the supervision of the director and in coordination with the art director, the production designer *develops, coordinates, facilitates, and oversees the design of the sets*, whether on stage or practical locations.

The production designer supervises the work of the construction crew, set decorating crew, and property department in conjunction with the director and DP.

Specific duties will include:

- Create an independent art department breakdown of the script that must be checked against the Producer/PM's master breakdown for all potential art elements: locations, props, dressing, graphics, etc.
- Participation in location scouting
- Design of sets
- Supervision of set construction and dressing
- Coordination, via the art director, with the make up, wardrobe, and camera departments

### **Art Director**

Working under the supervision of the production designer, the art director *develops, coordinates, facilitates, and oversees the overall design of the production.*

Specific duties will include:

- Co-ordinate the work of the build and strike art crew
- Co-ordinate with the on set dresser (the stand-by member of the art dept on set during production)
- Coordinate the work of the costume designer, production designer, and compositors with the DP and the director.

### **Prop Master**

The prop master works in coordination with the art director, production designer, and DP to *gather, maintain, and manage all the props for a production.*

Specific duties will include:

- Seeking and obtaining props
- Maintenance and management of props
- Continuity of props in conjunction with script supervisor

### **Set Decorator**

The set decorator works closely with the art director, production designer and DP to *dress and decorate the sets.*

Specific duties will include:

- Painting, draping, arranging set dressing on the sets
- Striking the set dressing from the sets and returning/disposing of it properly

### **Key Makeup Person**

The key makeup person *applies and maintains the cast's makeup.*

Specific duties will include:

- Meeting actors during prep and consulting with director and production designer on character make-up design
- Applying makeup to cast members
- Maintaining actor's makeup during shooting, in coordination with the script supervisor

### **Key Hairdresser**

The key hairdresser *dresses and maintains the cast's hair.*

Specific duties will include:

- Meeting actors during prep and consulting with director and production designer on character hair design
- Dressing cast members hair
- Maintaining actor's hair during shooting, in coordination with the script supervisor

## **Costumer Designer**

The costume designer works under the supervision of the director and the art director to *design, obtain, assemble, and maintain the costumes for a production.*

Specific duties will include:

- Create a script day breakdown of all costumes needed for the shoot
- The development of costuming concepts and design of costumes
- Coordination with the art director, production designer, and DP
- The obtaining of all costume components
- The final assembly of all costumes
- The maintenance of all costumes

## **Set Costumer**

The set costumer works as an assistant to the costume designer, helping to *assemble and maintain the costumes, and also managing and facilitating the use of the costumes during production.*

Specific duties will include:

- Assist the costume design in design, obtaining, and assembly of costumes
- Organization, maintenance, security and management of costumes
- Helping the actors change
- Cleaning and return of all costumes

## **CAMERA DEPARTMENT**

### **Director of Photography**

The DP, or cinematographer, is the *camera and lighting supervisor on the production.* Besides overseeing the work of the camera crew, the DP is also assisted by the grips and electricians in preparing the technical aspects of recording an image.

Specific duties will include:

- Operation of cameras
- Coordination of lighting, angle, motion control, media, settings, etc.
- Meeting with director in prep to create shot lists for each day of production
- Attend preliminary scouts and final tech scout with crew

### **1<sup>st</sup> Assistant Cameraperson**

The 1<sup>st</sup> AC *assists the DP in camera operation and maintenance.*

Specific duties will include:

- Operation of cameras
- Slating & loading
- Focus marking and pulling
- Maintenance, security and management of camera equipment

### **2<sup>nd</sup> Assistant Cameraperson**

The 2<sup>nd</sup> AC *assists the DP in camera operation and maintenance* and works in coordination with the script supervisor in naming, slating, and logging shots and reels/tapes.

Specific duties will include:

- Operation of cameras
- Slating and loading/downloading

- Maintenance, security and management of camera equipment
- Maintenance, labeling, logging, and safekeeping of data/film

### **Production Still Photographer**

The still photographer *documents the production by taking still photographs*. These pictures are used for documentary and publicity purposes.

Specific duties will include:

- Taking pictures of set operations, poster shots, portraits, etc

### **Documentary Videographer**

The documentary videographer works under the supervision of the Producer/Production Manager; *captures "behind the scenes" footage* for the Electronic Press Kit and other documentary purposes. Specific duties will include:

- Filming set operations
- Filming interviews with cast and crew

## **PRODUCTION SOUND:**

### **Sound Mixer**

The sound mixer is the on-set/on-location sound engineer *responsible for the recording of production sound* and any sync-related on-set sound mixing and playback.

Specific duties will include:

- Supervising capture of audio onto various devices from various sources
- Maintenance, security and management of on-set sound equipment
- Labeling, maintenance and management of tapes and media
- Report of tape/shot info to script supervisor for log
- Maintenance of tape logging forms
- Ensure that Director and Script Supervisor have access to headphones

### **Boom Operator**

The boom operator *works under the supervision of the sound mixer in the recording of production sound*, holding mic booms, placing mics, holding cables, and operating various recording devices.

Specific duties will include:

- Holding mic booms and cables
- Headphone monitoring of mics
- Mic placement, set-up, and tear-down
- Operation of recording devices

## **SET OPERATIONS:**

### **Key Grip**

The key grip works with the gaffer in *setting and cutting lights to creating shadow effects for the set lighting and supervises camera cranes, dollies, platforms, and "wild wall" movements according to the DP*. Specific duties will include:

- Shaping the light after it leaves the lamp
- Supervising dolly, crane, and other camera movement
- Maintenance, security and management of grip equipment

- Attending the tech scout and production meeting
- Maintaining safety on set

### **Best-Boy Grip**

The best-boy grip is the chief assistant to the key grip, aiding him/her in *rigging, cutting light, and carrying out camera movements*.

Specific duties will include:

- Maintenance, security and management of grip equipment
- Maintains department reports and time sheets for production

### **Grip**

The set ops grips are assistants to the key grip, aiding him/her in *rigging, cutting light, and carrying out camera movements*.

Specific duties will include:

- Assisting the key grip in light cutting
- Setting up flags and bounces
- Laying dolly track
- Assisting in the various technical set operations required by the DP

### **Dolly Grip**

The dolly grip is the chief grip *responsible for operating the camera dolly*.

Specific duties will include:

- Operating and maintaining the camera dolly
- Collaborate with the camera operator to achieve proper photographic composition

### **Jib / Crane Operator**

The jib or crane operator is the chief grip responsible for operating a camera jib or camera crane

Specific duties will include:

- Operating and maintaining the camera jib / crane
- Collaborate with the camera operator to achieve proper photographic composition

## **ELECTRICAL / SET LIGHTING:**

### **Gaffer**

The gaffer is the chief lighting technician who *supervises set lighting in accordance with the requirements of the DP*.

Specific duties will include:

- Lighting of sets and locations
- Maintenance and management of lights and lighting equipment
- Specialized electrical work such as generator operation and power distribution
- Attending the tech scout and production meeting

### **Best-Boy Electric**

The best-boy electric is the chief assistant to the gaffer in the *lighting of sets and the operation of electrical systems*.

Specific duties will include:

- Lighting of sets and locations
- Maintenance, security and management of lights and lighting equipment

- Specialized electrical work such as generator operation and power distribution
- Maintains department reports and timesheets for production

#### Electrician / Lighting Technician

Assistant to the Gaffer, aiding him/her in the setting up and focusing of lighting fixtures and the distribution of electricity around set

Specific duties will include:

- Placing and focusing lighting fixtures and related equipment
- Setting up electrical cables and distro boxes

#### Generator Operator

Chief electrician in charge of power generation and its distribution on set

Specific duties will include:

- Operation and maintenance of diesel power generators
- Coordinate the balancing of the electrical load with set electricians

#### Digital Asset Manager

- Responsible for leading overall strategy, implementation and workflow of the Digital Asset Management system for [organization]
- Acts as primary liaison between [organization] and various photo studios with regard to image names, new photography and archiving
- Responsible for assigning appropriate metadata for assets to ensure accurate usage rights
- Manages the Digital Asset system and facilitate the uploading of assets as well as maintaining and upgrading the system
- Registers internal and external users to the Digital Asset Management system based on permissions
- Facilitates retrieval of previously cataloged images/shoots
- Processes raw images using the appropriate software
- Archive assets as necessary
- Generates asset download reports
- Maintains accurate procedures and records for the system
- Keeps informed of latest Digital Asset Management technology trends and innovations
- Other duties as identified and assigned