FULL SCALE PRODUCTION

Jobs and Titles
Production Dept.

* Producer:
  * In charge of entire production. Manages funding, personnel, distribution. Manage all aspects of production from start to finish.

* Executive Producer
  * Not involved in creative process; manages business and legal aspects of production

* Director
  * Manages and oversees the creative elements of the film, from performances to camera to art; all creative aspects answer to the director, who answers ultimately to the producer
Production Dept., Cont.

* First A.D.
  
  * Assists Production Manager and Director in overseeing day-to-day management of cast and crew scheduling, equipment, script, and set. May also direct background action (extras)

* Second A.D.
  
  * Assists the First A.D., creates Call-Sheets with detailed daily schedules of production

* Production Manager
  
  * Supervises personnel, equipment, scheduling, and budget, making sure the production stays on time and under budget. Manages the Production Coordinator.

* Production Coordinator
  
  * Organizes all logistics including hiring crew, renting equipment, and booking talent
Production Dept., Cont.

- Post-Production Supervisor
  - Supervises the post production process including facilitating communication between all post-production facilities and making sure deadlines are met.

- Production Assistant
  - Assists in set operations, often performing general tasks.

- Script Supervisor
  - Keeps track of continuity during takes.

- Casting Director
  - Manages auditions and chooses actors for the film, in conjunction with the Producer and Director.
Additional Production credits

* Legal Counsel
  * Clear licenses, negotiate fees, obtain tax credits, handle all legal affairs

* Accountant
  * Manage money and makes sure all entities get paid

* Insurance Broker
  * Protects the investors against loss if the film cannot be finished or released
Art Department

* Production Designer
  * Responsible for costumes, makeup, and sets to achieve a unified “look”

* Art Director
  * in charge of all artists and illustrators designing the look as well as the set designer. Reports to Production Designer

* Set Decorator
  * Decorates sets with furniture and all other dressings

* Props Master
  * creates or sources and manages the props to be used
Art Dept., Cont.

- Construction Coordinator
  - Oversees construction of sets

- Key Scenic
  - Responsible for scenic painting (the surfaces of the sets) and whether they need aging, or need to simulate another surface

- Greenskeeper
  - Manages landscape and plants on sets

- Special Effects Supervisor
  - Designs and creates practical, physical special effects—explosions, weather conditions, some stunt rigging

- Storyboard Artist
  - Creates storyboards for the director to visualize scenes in the film
Hair and Makeup

* Makeup Artist
  * Can do either utility makeup or work with special effects department on FX makeup

* Hairdresser
  * Styles and maintains hair on set
Costume Dept.

* Costume Designer
  * Designs, plans, and organizes costumes for characters with the director

* Costume Supervisor
  * Manages the wardrobe space and the construction or acquisition of the designers’ costumes
Camera Dept.

* Director of Photography
  * Works with the Director to achieve the shots. Decides on the aperture, focus, focal length and lighting of shots. Manages camera and lighting dept.

* Camera Operator
  * Operates the camera at the direction of the DP

* First Assistant Camera
  * Makes sure the focus is correct, builds and breaks down the camera at the beginning and end
Camera Dept., Cont.

- Second Assistant Camera
  - Can operate the clapper board; oversees the transportation of equipment and can load the camera with film between takes

- Clapper/Loader - Data wrangler
  - In film, loads the film in the magazines and operates the clapper board; in digital productions, they’re often replaced with data wranglers, who manage the files coming from the camera, ensuring all footage is captured on computers safely and correctly

- Digital Imaging Technician
  - Coordinates and adjusts the settings of the digital camera to achieve the look the DP or Director desires; may also wrangle the data and create dailies or compressed copies for quick viewing
Production Sound Dept.

* Production Sound Mixer
  * Mixes incoming microphone signals on set to ensure proper recording

* Sound Technician
  * Pulls cables for sound mixer and boom operator

* Boom Operator
  * Assistant to Sound Mixer, places the microphone properly during filming
Grip Dept.

* Key Grip
  * In charge of all grips, head of set operations dept. Works with DP to set up and achieve proper lighting and blocking

* Best Boy (Grip)
  * Head assistant to Key Grip

* Dolly Grip
  * Places and moves dolly track and operates dollies and cranes during filming

* Grips
  * Lift lights, set rigging points, move sets; report to Key Grip
Electrical Dept.

* Gaffer
  * Head electrician; distributes electricity properly

* Best Boy (electric)
  * Head assistant to the Gaffer

* Genset Operator
  * Operates and manages generators
Locations Dept.

* Location Manager
  * Oversees locations and reports to Production Manager or Assistant Director; ensures clearances for locations

* Location Scout
  * researches, photographs and documents locations
Editorial Dept.

* Film Editor
  * Edits the film to the liking of the director

* Assistant Editor
  * May make assembly edits or drafts during shooting; assists the film editor

* Colorist
  * Ensures the film is colored in the way the DIT and ultimately director want it to look
Visual Effects Dept.

* VFX Producer
  * Works with the VFX Supervisor and the Director to create a plan and design for VFX

* VFX Creative Director
  * The production designers of the VFX realm

* VFX Supervisor
  * In charge of the VFX crew

* VFX Editor
  * Incorporates the VFX into the film for the Supervisor and Creative Director to approve

* VFX Artist
  * Produce the various VFX shots in the film, compositing live action, CGI, matte paintings, animation and more
Post Production Sound

- Sound Designer
  - In charge of the post production audio dept.
- Dialogue Editor
  - Assembles and edits the dialogue in the soundtrack
- Sound Editor
  - Assembles and edits sound effects
- Re-recording mixer
  - Balances dialog, effects and music and finalizes the audio track
Post-Production Sound, Cont.

* Music Supervisor
  * Works with composers, mixers and editors to create the film music; acts as a liaison between the production and the recording industry to source and license music

* Composer
  * Creates the musical score

* Foley Artist
  * Creates ambient sound effects
Services

* Food
* Catering
  * Responsible for meals for cast and crew
* Craft Services
  * Provide snacks on set for cast and crew
* Emergency/Medical
  * EMT
* Security
How Does it Scale?

* In small crews, jobs combine
* Dept. heads may have no assistants, or several departments may be one person
* e.g., Cinematographer may operate camera and pull focus himself
* All jobs must still be considered in some way
Sample Small Crew

* 8 Person team

* Production: 1 Director, 1 Producer/Assistant Director

* Camera: 1 D.P./Camera Operator, 1 Key Grip/A.C., 1 Best Boy Grip, 2 Grips

* Production Sound: 1 Sound Mixer/Boom Operator

* Both Production/Post Production supervised by Director/Producer