

THE ON-SET DUTIES OF THE MAIN CREW POSITIONS

Producer

You will organize and coordinate the film production from preproduction to post. You will communicate needs and directives to all departments, hire crew, arrange casting, create script breakdown, create budget, manage locations, file all paperwork (releases, contracts, agreements, permits, insurance, legal), you'll manage payroll, transportation and accommodation, equipment and vehicle rental, etc.

On set, you will trouble shoot and perform triage for the production, cast and crew. You will make sure call sheets are going out and daily production reports are being created (you should delegate to PM). You will oversee the AD and make sure he or she is keeping on schedule, and you may have to intervene if not. You'll manage the money/funds, and make sure cast/crew are getting fed. You or PM will manage the PAs. You'll manage the "office" end of things, as your email and phone will certainly not stop.

Director

You will instruct the Cinematographer as to how you'd like the shot to look. You will instruct actors on their performance, give them guidance and inspiration. You call "Action" and "Cut." During the shot, you are usually standing just next to the lens, concentrating on the performance, looking at the actors (not just at the screen).

1st Assistant Director (or 1st AD)

You will create the shooting schedule based on the shot-list and camera set ups. On set, you will make sure the shooting schedule is on track, work is moving, and shots are getting done. If someone's not doing their job, you need to diplomatically intervene. You're the boss of the sets. You will also CALL THE SHOTS when you're ready to shoot (see below).

Cinematographer/Director of Photography (or DP)

Based on the director's instructions, you will design the composition, camera movement, lighting and then shoot it. If you're running single-system sound into camera, you will also run the sound (and set the levels).

1st Assistant Camera (or 1st AC)

They assist DP with camera, pulling focus, etc.

2nd Assistant Camera (or 2nd AC)

They are the clapper. You will slate each shot by using a slate, or piece of paper in front of camera with shot information, for each take (see "Calling the Shots"). You will also log the shot information: scene, shot, take, lens shutter speed, filter, whether it was "good" "so so" "not good." You'll pass these logs on to the editor.

Gaffer

The gaffer is the head electrician in a movie crew; it's her/his job to manage the lighting, making sure the levels are appropriate for the desired effect in the scene.

Grip

A grip is also concerned with lighting, but from the mechanical side.

Production Designer

They are responsible for securing location, sets, props, wardrobe and make up (or have additional crew to help you with these things). You'll work with the DP on aesthetics of lighting. You will also watch for continuity issues, and replace props that have been moved back to "one" from one take to the next. You may have to also manage costume and make up.

Sound Mixer

They will adjust levels on the mixer. Mix separate audio channel inputs to appropriate levels.

Boom Operator

They operate the boom mic. Take direction from 1st AD in terms of placement, etc.

DIT

The Digital Imaging Technician is the member of a film crew who makes sure the production meets its technical objectives on set.

Script Supervisor

A script supervisor (also called continuity supervisor) is a member of a film crew who oversees the continuity of the motion picture including wardrobe, props, set dressing, hair, makeup and the actions of the actors during a scene.

PA (Production Assistant)

By nature (and definition), the PA is a flexible catchall person for any and every miscellaneous task. A production office PA will answer phones, make copies of scripts, run errands, and do any other administrative task the staff requires. A set PA will help the assistant director by corralling extras, directing traffic, keeping set clean and tidy, moving equipment when directed, escorting actors to and from the set, etc., etc.