

Crew Positions

Departments



Producing

Casting

Sound

Directing

Art

Editing

Development

Camera

VFX

Location

Lighting/Rigging

Music

Producing



Producer

Supervises all aspects of the production process

Administrates all departmental meetings

Responsible for marketing and distribution

Manages financing for the film

Unit Production Manager

Reports directly to the producer

Manages day-to-day operations of a production

Works with the producer to provide craft services

Directing



Director

Drives the artistic vision behind the filming process

Administrates all departmental meetings

Communicates with actors on how scenes are played out on set

First Assistant Director

Prepares the shooting schedule

Manages minute-to-minute operations on set

Supervises all PAs and delegates work to them

Directing



Second Assistant Director

Works with the 1st AD to prepare the call sheet

Distributes and reports information to the crew via emails and phone calls

Notifies and prepares the cast for the shoot via emails and phone calls

Script Supervisor

Tracks which parts of the film has been filmed

Tracks how the filmed scenes have deviated from the script through continuity notes

Notifies the director of continuity issues on set

Development



Screenwriter

Meets with the producer and director to discuss the creative vision of the script

Makes revisions to the script as necessary

Storyboard Artist

Breaks down the scenes of the script into shots that can be filmed

Prepares the storyboard under the supervision of the director

Location



Location Manager

Coordinates the location scouting process

Scouts with the director, production designer, DP, gaffer

Clears all locations for filming through location permits as necessary

Location Scout

Reports directly to the location manager

Assists in the research, footwork, and photography to document location possibilities

Prepares a list of exact addresses

Casting



Casting Director

Works with the producer and director to select all of the actors in the production

Sets up casting calls through casting networks

Schedules all auditions with the actors and prepares a casting schedule

Casting Associate

Reports directly to the casting director

Makes sure audition rooms are booked

Prepares signs, sign-in sheets, and copies of the script

Tapes auditions for reference

Production Designer

Coordinates all of the visual elements seen in the film

Works closely with the director and DP to interpret the look of the film

Prepares a complete list of props, costumes, makeup, and other elements

Property Master

Reports directly to the production designer

Buys, acquires, manufactures, and manages any props needed for the film

Prepares a budget report of all props acquired

Costume Designer

Reports directly to the production designer

Prepares a look book for all characters and their costumes

Contacts actors to confirm wardrobe, grooming, and makeup requirements for the shoot

Hairstylist/Makeup Artist

Reports directly to the production designer

Prepares and manages all of the hair and makeup material needed

Maintains actors hairstyles during filming

Applies makeup on actors

Director of Photography

Films each scene in the manner desired by the director

Prepares a shot list with the director

Responsible for selecting cameras, lenses, lighting, and shot composition

First Assistant Camera

Reports directly to the DP

Manages camera equipment such as lenses, follow focus systems, and filters

Pulls focus during the filming of shots

Camera



Second Assistant Camera

Reports directly to the DP

Operates the clapperboard at the beginning of each take

Maintains all records and paperwork for the camera equipment rentals

Set Photographer

Documents the entire production process through an archive of photos

Responsible for taking a picture of the entire cast and crew

Lighting / Rigging



Gaffer

Reports directly to the DP

Designs and executes the lighting plan for the production

Scouts locations to inspect lighting conditions

Sets up and controls lighting equipment

Grip

Works with the gaffer and DP

responsible for the setup, adjustment, and maintenance of production equipment

Creates a list of equipment

Sound



Production Sound Mixer

Responsible for recording all sound on set

Designs mic set ups to capture the sound of the scene

Records room tone

Boom Operator

Assists the production sound mixer

Responsible for microphone placement and movement on set

Operates the boom pole

Editing



Editor

Assembles the various shots into a coherent film as desired by the director

Assistant Editor

Reports directly to the editor

Digital Imaging Technician

Archives and manages the digital data from the camera, and organizing the files appropriately while on set

Creates compressed dailies from raw footage to be screened with the director after each day of shooting

VFX Editor

Works with the editor and director to insert VFX elements into the film

Consults with the director and editor on the feasibility of using certain VFX elements

Music



Composer

Works with the director to create a score that accompanies the film

Facilitates a spotting session with the director to score a film

Music Supervisor

Responsible for handling any legal issues regarding the use of licensed music

Production Assistant

Reports directly to the 1st AD

Provides support and assistance to any area of production

Good for first time being on set!

Craft Services

Responsible for creating a budget and shopping list for the craft services to be provided

Responsible for coordinating all of the food provided while on set including lunch and craft