

Film Director

1. Basic Responsibilities
 - a. Be the main coordinator of film productions.
 - i. Script selection
 - ii. Casting
 - iii. Crew Assignments
 - iv. Budget
 1. Discuss with Finance Director and President
 2. Ensure producers know how much they have to spend
 - b. Maintain Vimeo channel with the Director of External Affairs
 - c. Coordinate & design workshops that focus specifically on teaching the necessary skills of filmmaking.
 - d. Coordinate & design fun activities during general meetings that
 - i. broaden perspectives on how to analyze film
 - ii. stimulate inspiration for films
 - e. Be competent in technical aspects, or at least know the lingo.
 - i. Have at least theoretical knowledge of cinematography and editing
 - ii. Be able to answer questions about equipment, sound & lighting.
 - f. Keep a clear idea of our goals going into each production: offer opportunities for members (new and old) to work on productions without sacrificing quality.
 - g. HYPE HYPE HYPE
 - i. Hype our projects up
2. CMF
 - a. Create a timeline of deadlines and stick with it.
 - b. Oversee that all productions are being completed.
3. Script selection process
 - a. All script submissions will be sent to you, put in a folder and share to Eboard
 - b. Create anonymous voting/assessment form for Eboard before meeting
 - c. Make sure that everything is FAIR and that no member on eboard has knowledge of who wrote the scripts during the selection process.
4. Organizing signups for Film crews
 - a. Make the crew sign up form - encourage everyone to sign up.
 - b. Make a document that is easy for Eboard to look at during crew selection
 - c. Have crew list ready to fill out before selection.
 - d. Advocate for new people in different positions each quarter-- FPS is a learning experience!
5. Oversee Film Productions
 - a. Create a timeline for all productions
 - b. Create rough deadlines
6. Workshops
 - a. Create film production-related workshops

- b. Sample Workshops
 - i. Script Development & Composition of Narrative
 - 1. Writing loglines & treatments
 - 2. Character development
 - ii. Pre-production
 - 1. Storyboarding & shotlisting
 - 2. *Art Direction* (?)
 - 3. Casting Etiquette
 - iii. Set Etiquette & Positions
 - iv. Cinematography
 - v. Lighting
 - vi. Editing
 - c. Aim to do some fun ones too—coordinate with Internal to make it a social event as well.
 - i. EX: Watch a movie and simulate a particular stylistic effect in that movie.
 - d. Work alongside Photo Director in creating workshops that cater to both aspects
 - e. Goal: have lesson plans online somewhere so that people can refer back to it, and newcomers can also go there to learn
7. Quarterly Projects
- a. the purpose for these projects is to provide members with opportunities outside of our major productions
 - i. ex: Ad Contest, Music Video Contest
 - b. encourage members to pitch and crew, try new positions that they are curious to learn about