**Roles within Film/TV Production**

 <http://www.media-match.com/usa/jobtypes/job-descriptions.php>

**Art Director**

Art Directors act as project managers for the biggest department on any film - the art department. They facilitate the production designer's creative vision for all the locations and sets that eventually give the film its unique visual identity. Art Directors are responsible for the art department budget and schedule of work, and help the production designer to maximize the money allocated to the department.

**The 1st Assistant Director**

The First Assistant Director (AD) is the director's right hand person, taking responsibility for a number of important practicalities so that the director is free to concentrate on the creative process. During pre-production, First ADs break down the script into a shot by shot storyboard, and work with the director to determine the shoot order, and how long each scene will take to film. They then draw up the overall shooting schedule (a timetable for the filming period)

**Boom Operator**

Boom Operators assist the production sound mixer on film and television sets, and operate the boom microphone, which is either hand held on a long arm or dolly mounted (on a moving platform). If radio or clip microphones are required, Boom Operators position them correctly around the set or location, or on actors' clothing. Boom Operators are responsible for positioning microphones so that sound mixers can capture the best quality dialogue and sound effects.

**Camera 1st Assistant**

When characters in films run out of a burning building or simply walk across a room to open the door, they are usually moving closer or further away from the camera. This means that the focal length — the distance of the camera lens from the subject — is constantly changing. Adapting or "pulling" focus to accommodate these changes is the main responsibility of the 1st Assistant Camera (AC).

**Camera Operator**

A Camera Operator works with digital, electronic and film cameras in multi and single camera operational conditions, producing pictures for directors by combining the use of complex technology with creative visual skills. The work is based in either a studio, where the Camera Operator usually follows a camera script (which gives the order of shots practiced at rehearsal and is cued by the director during recording) or on location.

**Casting Directors**

Casting Directors organize and facilitate the casting of actors for all the roles in a film. This involves working closely with the director and producer to understand their requirements, and suggesting ideal artists for each role, as well as arranging and conducting interviews and auditions. Once the parts are cast, the Casting Director negotiates fees and contracts for the actors, and acts as a liaison between the director, the actors and their agents.

**Composer**

A Composer will need to write music to suit the mood and action in a TV, film drama or documentary. They will need to compose, perform, arrange, and then work with producers to rearrange, and rearrange as they change and finalize the film. You will usually have to submit an initial pitch which is mostly unpaid. During the course of the program you will need to do lots of Demos, some of which may not be followed up

**Compositor**

Compositors work in most areas of animation and post production. They are responsible for constructing the final image by combining layers of previously created material. Although it is primarily a 2D role within the 3D world of CGI and VFX (Visual Effects), Compositors need a thorough understanding of the CG process combined with relevant artistic skills. In post production companies, some TDs (Technical Directors) may do their own compositing

**Computer Effects**

Computer Effects is an effect used to create an illusion in a movie. It refers to effects created in post production via computer software. Most movie illusions are created in post production.

**Costume Designer**

Costume Designers start working on films at the beginning of pre-production. They are in charge of designing, creating, acquiring and hiring all costumes for actors and extras. This must be achieved within strict budgets, and to tight schedules. Costume Designers' work is integral to defining the overall 'look' of films, and their role requires a great deal of expertise.

**Director**

The Director is the driving creative force in a film's production, and acts as the crucial link between the production, technical and creative teams. Directors are responsible for creatively translating the film's written script into actual images and sounds on the screen - he or she must visualize and define the style and structure of the film, then act as both a storyteller and team leader to bring this vision to reality.

**Director of Photography**

The Director of Photography is usually referred to as the DP and is responsible for selecting all camera equipment for the production and liaising with the technical director. The Director of Photography decides what lights and related camera equipment are needed and procures these. The Director of Photography is ultimately in charge of the photographic quality of the show and heads up a crew.

**Editor**

Film Editors assemble footage of feature films, television shows, documentaries, and industrials into a seamless end product. They manipulate plot, score, sound, and graphics to refine the overall story into a continuous and enjoyable whole. On some films, the film Editor is chosen before cast members and script doctors; people in Hollywood recognize that the skills of a good film Editor can save a middling film.

**Executive Producer**

The role of the Executive Producer is to oversee the work of the producer on behalf of the studio, the financiers or the distributors. They will ensure the film is completed on time, within budget, and to agreed artistic and technical standards. An Executive Producer may be a producer who has raised a significant proportion of a film's finance, or who has secured the underlying rights to the project.

**Graphics Operator**

The Graphics Operator maintains mostly the lower third of a TV screen inserting anchor names, scores, facts, or subject lines. They can also be responsible for creating full screen graphics like charts and graphs depicting statistics about a sport, team, or event.

**Grip**

Grips' responsibility is to build and maintain all the equipment that supports cameras. This equipment, which includes tripods, dollies, tracks, jibs, cranes, and static rigs, is constructed of delicate yet heavy duty parts requiring a high level of experience to operate and move. Every scene in a feature film is shot using one or more cameras, each mounted on highly complex, extremely expensive, heavy duty equipment.

**Lighting Technical Director**

A Lighting Director designs the lighting for multi camera television productions. He or she instructs the electricians' crew in their work in addition to guiding the team of operators who usually sit with the LD in the lighting gallery. All this while working closely with the director and the rest of the production team to deliver the pictures they are hoping to see.

**Location Manager**

The Location Manager is the person who will be liaising directly with the film production company or advertising agency, and may be working closely with the film's director, taking decisions not only about the right location, but also the logistics of making that location work.

**Location Scout**

The Location Scouts and other location department staff work under the location manager. Their function is to provide as many potentially useful/viable ideas and/or options as possible for review by production; often the assistant director, production manager and subsequently, the director or even the executive producer in the case of narrative filmmaking. They are responsible for heading out to various areas that could serve as possible production locations.

**Make Up Artist**

Makeup Artists work on feature films and on some commercials and pop promos, working to the chief makeup artist. Makeup and hair are key elements in the overall design of films or television productions, creating a look for the characters in relation to social class, and time periods, and any other elements required to create the desired illusion. Makeup Artists should be experienced in using a wide variety of professional makeup products.

**Music Supervisor**

Music Supervisors act as mediators between production teams and composers and their teams, which may include orchestrators, engineers, copyists, musician's contractors, etc. They also suggest ideas, and research and obtain rights to source music for films. Music Supervisors oversee spotting sessions (deciding on where the director wants music, and why), recruit and contract musicians, book recording studios and attend sessions, ensuring that delivery requirements are fulfilled.

**Producer**

A Producer sets the situation for the production of a television show or movie. A film Producer initiates, coordinates, supervises and controls all aspects of a production, from fundraising and hiring key personnel, to arranging for distributors. The Producer sees the project through to the end, from development to completion. Traditionally, the film Producer is considered the chief of staff while the director is in charge of the line.

**Production Assistant**

Production Runners are the foot soldiers of a film or television production team, performing small but important tasks in the office, around the set and on location. Their duties may involve anything from office administration to crowd control, and from public relations to cleaning up locations. Production Runners are usually employed on a freelance basis, are not very well paid, and their hours are long and irregular.

**Production Manager**

Production Managers organize the business, finance and employment issues in film and television productions. As a Production Manager, you would be in charge of how the production budget is spent and making sure that everything runs smoothly during filming. Before production begins, your work would involve: meeting the producer and other senior production staff to examine scripts or program ideas drawing up a shooting schedule and estimating cost hiring crews and contractors.

**Prop Maker**

Prop Makers work in the properties departments of feature films, making any props that are not being bought in, or hired. Prop Makers use a wide variety of materials, techniques and tools, to design and create the required props. These represent a huge range of objects, including 'stunt' props (which are replicas of other props, made of soft or nonhazardous materials), and specialized objects that move or light up.

**Researcher**

Researchers work across all genres of television production, including news, sport, current affairs, documentaries and factual programs, light entertainment, children's, situation comedies, soaps or serial dramas, and one-off dramas. They originate or develop program ideas, drawing on their knowledge and understanding of industry requirements, and present their findings to decision makers.

**Runner**

Production Runners assist wherever they are needed on productions and their duties vary depending on where they are assigned. They may be involved in anything from office administration or crowd control to public relations and cleaning up locations. Runners are usually employed on a freelance basis, are not very well paid, and their hours are long and irregular.

**Script Supervisor**

Script Supervisors in film and television work as part of the camera department to make sure that the production has continuous verbal and visual integrity. They must ensure that when different takes and scenes are finally edited the production does not contain distracting continuity errors. Script Supervisors observe every shot closely and take precise and detailed notes to provide directors and editors with an authoritative reference.

**Sound Designer**

Sound Designers are responsible for providing any required sounds to accompany screen action. They work closely with the production mixer, sound supervisor, the editor, and the director to create original sound elements. They may work with the director to create the entire soundtrack, or be hired just to create one kind of effect. Most Sound Designers are experienced sound editors who often carry out a managerial role.

**Sound Editor**

A Sound Editor creates the soundtrack by cutting and synchronizing to the picture, sound elements, such as production wild tracks, dialogue tracks, library material and foley in analog or digital form and presents these to the re-recording mixer for final sound balance. Depending on the complexity and the tightness of the schedule it may be necessary to employ a dialogue editor and/or foley editor.

**Special Effects**

Special Effects is an artificial effect used to create an illusion in a movie. It refers to effects produced on the set, as opposed to those created in post production. Most movie illusions are created in post production. These are called visual effects. Special Effects Supervisor is the chief of a production's special effects crew.

**Stage Manager**

The Stage Manager is the director’s right hand man prior to performance. They keep track of rehearsal schedules, scripts, props, and actors during the rehearsal process. Once the run of the show has begun, the Stage Manager is in control of everything that happens backstage or onstage. The Stage Manager "conducts" each performance by calling cues. This means the SM follows the show in the prompt book and tells the light board operator and the sound board operator when to execute a cue.

**Stills Photographer**

Unit Stills Photographers take the vitally important photographs of film sets or studio shoots that are used to create the press and publicity for feature films. These arresting images, if they are used well, can genuinely contribute to a film's box office and international sales success. Unit Stills Photographers usually work on set, recording scenes from the film; alternatively, they may be required to set up photographs in the style of the film in a studio environment.

**Story Producer**

A Story Producer is a term used in reality television for the person who is responsible for creating a story line via editing/producing the show's source footage. They may also be responsible for writing Host dialogue. They will track the story of the cast during the shoot, and help to convey that story during the editing process.

**Storyboard Artist**

Storyboard Artists translate screenplays, or sequences from screenplays, into a series of illustrations in comic book form. These illustrations have two functions: to help directors clarify exactly what they want to achieve, and to illustrate to all other heads of department exactly what is required, e.g., prosthetics for makeup, computer generated Images (CGI) for visual effects, props for the art department, etc.