

## Chapter 5 Quiz

1. Spend some time researching exactly what it is an AD does. What are their responsibilities, why are they so vital to the production? Then write a 2 page paper on the duties of an Assistant Director.

Being a Director is no easy task, and producing a film is no easy job. That's why the AD, or assistant director is one of the most important roles in the film industry. The AD has to be one of the bravest people because he takes care of everything and pretty much everyone. An AD's role in a feature film is a big, big job suited for someone who is unafraid of having a stress-induced heart attack. Their jobs include, Scheduling the shoot, Scout locations, giving instructions on set, accomplishing the day's work, and last but not least safety. They take on some of the hardest and most stressful processes of the film!

The AD is one of the most important jobs in film production. Most of the time an AD will have another assistant director, also known as AD1 but if things get really heavy there could be many more "ADs". One of the many jobs an AD is responsible for is scheduling the shoot. During preproduction the AD analyzes the script and breaks it down into a schedule based on the availability of actors and locations. This in itself is a very time-consuming process that requires the AD to also note big and small details including special wardrobe, set dressing, and prop needs for that day of shooting. Then they organize all of these elements into a schedule that shows which scenes will be shot on which days. For feature films the AD breaks down that information into all kinds of reports for example - Production Boards, Day Out of Days, One-Liners. All of that information can drive someone insane but the AD is like a superhero and organizes all that info into the schedule which spawns the call sheet for each day.

It is important to have your AD in your location scouting. They are like the glue that will keep everyone from falling apart the day of shooting. So let me repeat it, it's very important that your AD is there with you the day you decide to scout for locations. Since the AD will manage the logistics on everything from where to store production equipment to where the actors will be dressing and eating, and where to set up Craft Service. The AD will take care of all of this during production.

One of the main things an AD does is give instructions on set. They don't give instructions to actors or cast but the AD does have a big role in controlling the crew. During the production the crew looks for the AD for information of all types, ranging from "Where is the restroom?" to "What time is lunch?" and, most importantly "What are we shooting next?". The last question is crucial for the crew because it puts the team in the same page so that each day's work is completed in time. While the Director is busy working on the current shot, the Assistant Director is looking ahead to what comes next. The AD is responsible for having a shot list with him/her

at all times. The AD then breaks the shot list into a schedule for each day, working with the director to determine which shots should be accomplished with each camera set-up.

To accomplish the day's work the AD is consistently referring to the shot list to determine what to set up for the next shot. The AD has to be in constant communication with all of the departments of the production this includes lighting, makeup, wardrobe, set dressings, props, transportation, and even catering. This helps the director feel free and work on the creative aspect on set. The AD has to also keep time to make sure that shooting days don't run too long and that all can be done in the timeframe given. To a producer time is money and if an AD has to push back a call time then this could be running over budget and paying too much in overtime and meal penalties. Time keeping for the AD is crucial and easily one of the biggest challenges all ADs have, is staying on schedule.

One of the most important jobs for an AD is safety. If an AD forgets to mention some safety rules for location shots and set shots, it could mean big trouble for the producers and the crew. The AD is responsible to go over simple rules so that everyone can work in a safe environment. If an AD sees electric hazards he/she must let the entire crew know beforehand. The AD should give a brief safety talk to insure everyone is aware that the location is safe to shoot in.

The AD is by far one of the most important jobs in the industry of film. With a professional AD your film and shooting days can run smooth but even that is pretty hard. They are one of the most vital pieces to making a movie. They help take notes for the director and editor and even stage each scene.

## 2. Define in as much detail as possible what "below the line" means.

Below the line is the term used for members of a production who are responsible for physically getting the film done. If the director is the head then BELOW THE LINE is the hands and feet of the production. This includes the assistant director, the art director, the line producer, script supervisors, make-up artist, and sound mixers among lots of others.

## 3. What are the must-have qualities of a PA? Why are they so important on a film set?

The PA is responsible for keeping the peace during a shoot, He has to be able to see what other people want and do it before being asked to do it. The PA has to be dependable by doing what you told and keeping your word. He must be punctual. He must be flexible to the changes in pace and not repeat mistakes. He must be able to communicate well with the crew. He must show calmness. He must be attentive, professional, resourceful, and brave.