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Assistant Director’s Duties

The first assistant director has tons of duties he or she has to do during a production of a film that it’s sometimes hard to keep track of it all. Let’s start off by stating a job summary of what a first assistant director does. The first assistant director is responsible for assisting the director in a number of important, simple tasks so that the director is free to concentrate on the creative process of the movie, plus the first assistant director help coordinate all production activities and supervising the cast and crew. They’re also in charge of a department of other assistant directors and runners. They break down the script into a shot by shot storyboard to help the director determine what to shot in what order and for how long it will take each scene to film. They make up a shooting schedule and make sure it is followed. They are the link between the director, cast, and crew, communicating with the production office, and provides a progress report on the film. Before shooting, first assistant directors create a filming schedule, working in careful consulting with the director. When making up a schedule, the first assistant director must be aware of the budget, cast availability, and script coverage. The first AD also does three key pre-production duties, which includes preparing a storyboard, overseeing the hiring of locations, props and equipment, and checking weather reports. During the production phase, the first AD makes sure that everyone is on standby ready for the director’s cue. The main responsibility of the first AD is to keep the film on schedule by driving it forward. They do this by giving out directions to cast and crew members and make announcements. They also control discipline on the set, supervise the other assistant directors, and oversee the preparation of the daily “call sheet,” which is a document that has daily shooting logistics, distributed to all cast and crew members. The First AD is also tasked with health and safety on the set or location, and take immediate action to eliminate or reduce these hazards. If you want to be a first assistant director, you will need to;

* be an authoritative team-leader and motivator
* be an approachable team player
* have exceptional organizational and time-management skills
* plan ahead
* troubleshoot
* pay close attention to detail
* be an excellent communicator
* have tact and diplomacy skills
* routinely deal with the problem or even crisis situations
* prioritise tasks
* multi-task
* work long and often unsocial hours
* be flexible
* have a positive approach

The first assistant director is so important because they do all of these things and more, plus, without them, the film would most likely come to a complete halt or it would never get made.

Work Cited

“First Assistant Director.” *Creative Skillset*,Tictoc, 2017, <http://creativeskillset.org/job_roles/2937_first_assistant_director_first_ad>. Accessed 5 December 2017.