

Assistant Director (AD)

An assistant director is someone who is in charge of all the set operations that occur day to day. The main responsibility is to service and assist to the director. They take care of the practical management on set so that the director is free to concentrate on the creative process. They work with the director to break down the script into a shot by shot storyboard and then they decide the order to shoot. In order to be an assistant director and succeed you must know how to be both a team player and a team leader. A person must have organizational and time management skills; as well as knowing how to plan ahead, trouble shoot and to pay close attention to detail. They must be committed to the job as well. An assistant director has many duties to accomplish such as: organizing pre-production, organize the crew, securing equipment, break down the scrip, preparing the strip board and a shooting schedule. They also coordinate and supervise crew and cast activities. When an assistant director is organizing for Pre-production they are making sure the casting is complete, the crew is hired, the costume designers are busy, and that the set designers start the building process. They also have to organize the crew to make sure that their ready to do there jobs. When the secure the equipment they make sure all the equipment is in the right place and they also make sure that everything is working. When they have to break down the script they review the scrip and mark certain elements that need to be taken care of before production or even pre-production can start. The assistant director has to prepare the strip board and when they do this they use a wooden chart holding color coded strips of paper containing information about a scene in the script. The last duty they have is planing the shooting schedule and that is when they make a plan of each days shooting.

The assistant director reports to the production manager managing the production schedule. Then both schedules will have a timeline containing where and when production resources are used.