

What does an Assistant Director do in film?

In general the role of the assistant director on a film comprises of the daily progress to the filming production schedule, preparing daily call sheets. arranging logistics, cast and crew management including health and safety.

The assistant director gets hired on as early as possible, the assistant director is from the start of any project. The assistant director is a very active participant in the pre-production.

The responsibilities of the Assistant Director in Pre-Production include;

Knowledge of business planning and budgeting will be helpful, as liaison between department heads and the production office with progress reports about the shoot.

Breakdown the script. This could be making requirements of props, sounds, special effects and it also requires of the break down of the script to the 8th of the page. Which is to help to accurately time the script and decide how much can be covered on the days for shooting. Useful in scheduling and call sheets. Each page of script should equal to about 1 minute of screen time.

Breakdown of all scenes. These are details sheets with all notes from the script breakdown. The creation of the One Liner document, showing the scenes being shot and the order of them. It is a basic quick guide for the important details like the scene numbers, simple description, time of day and pages.

Complete a Day out of Days. A chart outlining the cast members and their work days. Resulting in the knowledge of salary requirements with built-in overage.

Have a complete list of location with coordinating actual and scripted location names.

The responsibilities of the Assistant Director in Production comprises of:

In the position of Assistant Director, first thing introduce yourself to the crew, keeping yourself accessible.

Crew management, communicating with the crew to complete the tasks and the production day requirements met. Includes keeping tap on the changing weather.

After scene blocking is complete the assistant director opens the area to the tech and lighting crews for final se-up.

Supervision of rehearsal if needed during the set-up of special effects, using the time efficiently.

Communication of ready to roll to everyone, loud and clear.

The Call for lock up, quiet, roll camera, and roll sound. This is best with the use walkie talkies if working in the large spaces or outdoors.

Call for the reset is needed or moving on to the next shoot.

Managing crews to remain on the days shooting schedule.

Communication with the crews. Getting to know the crews does assist in motivating them. In doing so, it benefits all when the need arises to ask for Grace. It's when you are running behind and wanting to push lunch later. By asking the department heads to agree to it is ask for Grace. The crew will not only feel you respect them but know that you do.

This also includes situations for shooting past standard 12+1 days.

Be prepared. Having a set box with extra copies of important documents as well as extra water, first aide kit, tools and anything that may be needed quickly.

Being the assistant director comes down to being the right-hand person to the director. Being responsible for the important practicalities, the storyboard, shoot order and remain on the timetable schedule. Being an effective team-leader and motivator yet remaining approachable. Great in skills of time-management and organization. An assistant director must work effectively under pressure with attention to detail. Have good people skills and communication. Able to multi-task and prioritize. While working on any film project the Assistant Director is in contact constantly with all departments and available for and to them.

In essence, An Assistant Director is like the oil in the "well-oiled machine". They keep every part moving and assist them all to perform at their peck.