

Chapter 5 Assignment

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1- The Assistant Director is the responsible for almost everything on the set, like a manager. What means that he takes care of:

The logistic - being responsible for the organization on the set, and If someone on the crew doesn't know where to arrange the equipment, the AD is the one to be consulted;

The AD is the responsible to prepare the Daily Call Sheets (sheet of paper given to the crew and to the cast with informations about the time and the place each one of them has to report for a particular day of shooting) and give to the crew and the cast each day; and what scenes they shoot

Also, the AD is responsible for checking cast and crew making sure everyone is ready, if they have everything they need, and know their places on the set;
In addition, he is responsible for the Daily Production Report (it's a form filled out each day of production for a movie or TV show to summarize what occurred that day, the scenes were completed and how many pages were shot) important to keep track of a production's progress and expenses, to be sent to the studio executives, and filed to serve as a legal record.

During production, the AD is constantly referring to the Shot List to determine what to set up for next and communicates this information to all department heads (lighting, makeup, wardrobe , set dressing, props, transp, catering,...) with the help of the second AD's and the PA's. This is important so the Director can focus on the creative aspects on the set. The AD also keeps track of time to be sure that shooting days don't run too long. When that happens, the AD may have to push the next day's call time later than originally planned. For the Producers who manage finances on a paid shoot, this is a crucial function of the Assistant Director's job. (the ability of the AD to keep the production on time can mean the difference between staying on budget and paying out too much in overtime and meal penalties

They are also responsible for the safety of the crew on the set, given safety instructions and advices when necessary.

Although the ADs and Directors are part of the same union, the DGA (Director's Guild of America) the ADs job is not related to the creative part of the production like the Directors.

2- Below-the-line is a term referring to the crew members who are not above the “line”, being above the line only the Actors, Directors, Producers and Writers. Which means that the crew “below-the-line” is responsible for physically getting the film done.

3- The “must have” qualities of a PA are: Punctuality, flexibility, clarity, calmness, attentiveness, professionalism, resourcefulness, vigilance, bravery and responsibility.