

The Ad is a very important part of the whole production process, they are the extra hand or the right hand of the director, so the director can just have time to focus on their vision and nothing more. This in turn would make the film better since the director only is focusing on their film. The Ad has many responsibilities one of in which they have to do is communicate back n forth with the director to know exactly what the director needs to keep production moving. The assistant director also has to keep track of the crew and cast members and be able to communicate with every single one of them so they all can be happy and have production run smoothly. A second thing an Ad is also responsible for is having to schedule the times for the talent, crew, and anything required to be on set when the cameras are ready to shoot. One big thing is Ads are responsible for is breaking down the script into 1/8th, so they know what the scene calls for like props, wardrobe, makeup, or any special effects. One important thing is the AD has to be firm so he or she is respected and taken literally. Another big thing AD duties are to call out departments and tell them what they need to do or if they are waiting on a department, so they can begin filming. A second Ad is also brought on if production calls for one or if the production is big enough requiring a second ad, the second ad responds and does everything the first ad asks of making this a responsibility of the first Ad to tell the second Ad what to do. Another huge thing the Ad does is they are the ones that hire cast/crew, deal with attending events, make and track budgets, gather the props, train people and keep the schedule on track The Ad is a very Vital part of production and in general when it comes to filming they deal with a lot of the production workload. The assistant director is very important because they provide an atmosphere that is welcoming and help make everything run smoothly. If an assistant director isn't involved, production can still run ,but chaos and miscommunication can become a big factor making production run slow which then the film would take a long time to get finished making the AD vital. Ads are always vital since they are also required to provide

safety and keep the good health of all the personnel, many are trained to deal with emergency situations and truly are the heart of production along with the director. In the end an Assistant director is very important because they know everything and have everything on track when it comes to making production run with ease.

2. Below the line means every person that is working with the film other than the director, actors, writers and producers, which “below the line” are the personnel hands of the film. “Below the line” are all the people who physically get the film done which include the assistant director, art director, line producer, location manager, director of photography, costume designer, unit production manager, hair stylist, sound engineer, script supervisor, make-up artist, sound mixer, all the way down to the last actual person who is physically working on the film.

3. The must have qualities a PA, should have are that they must be flexible, must be able to adjust to new things, be punctual as they are the ones keeping the production going, they need to be early. Attentive is a must as Pa's need to be able to know what the director wants, Pa's must provide information that is clear, they must be the person who is able to communicate between every single person. The Personal assistants are the ones who must stay calm so every thing in production can run smoothly. Another essential thing Pa's need is to stay professional to keep the production team cheerful and motivated to do their best. The Pa's should also have vigilance to be able to keep their eyes open for any problems. Being resourceful is very necessary for a Pa since no one wants a Pa who can't bring anything to the table. Lastly having bravery to know when to own up to their problems and correct any mistakes to have the production run smoothly.

Pa's are very important because they provide everyone with what they need and they help keep the set going.