

Chapter 5 Response on Duties of An Assistant Director

The assistant director is the liaison between the director and the rest of the crews. They are also in charge of tracking daily progress, arranging logistics, preparing call sheets, checking cast and crew, and maintaining order on set.

First, an assistant director must assist the director in case they may need help developing aspects, getting different opinions, visualizing the script, and choosing cast members. Being the liaison, means that they must also be able to provide information to anyone who would otherwise ask the producers or director if they aren't available as they are amongst the busiest through all phases of the production.

As the assistant director tracks the daily progress of the film, they are making sure that the film is going according to schedule and coming in below budget. Each day on set has a set purpose as far as what's going to be accomplished and how much time the crew has to accomplish it and the assistant director is the one who coordinates all of this. They figure out how long it will take to do everything from setting up to take down so that a time can be set and the job can get done. The assistant director also tracks the money spent as the film is in progress and the time spent on set shooting, building sets, and cleaning up sets all cost money and if too much is spent, it's on the assistant director.

Without logistics, there wouldn't be a set time and place to meet and this is another reason why the assistant director is important. Since they work alongside the director and producers, they can figure out what needs to get done and notify everyone else in the crew of a place and time. Logistics can sometimes be a difficult task as you must find time that works for everyone. With logistics also comes preplanning. The assistant director must notify those in charge of getting locations secure before they could actually set a place and time. The call sheet coincides with logistics as this is a shot list by the director that informs the crew of where shots will take place. Checking cast and crew also coincides with logistics as there is no point in setting a time and place if the people who are needed to get the job done can't be there.

Lastly, the assistant director must maintain order on set. Order can easily be lost on set by getting side tracked with conversations, people getting preoccupied with trying to change something too much, or people becoming fatigued and less determined to get the job done. The process of filming a movie can be tiresome and without people there to push one another, the job can easily be pushed back or forgotten about. The assistant director is there to make sure that these things don't happen. Any time wasted only adds to the stress and the cost which and allowing this to happen could cause the assistant director to lose their job.