

1. Spend some time researching exactly what it is an AD does. What are their responsibilities, why are they so vital to a production? Then write a 2 page paper on the duties of an Assistant Director.

Let's start with the definition of AD to start. AD is short for Assistant Director, a title for the person directly under the Director in the very long list of filmmaking hands and minds. Now, there are actually more than just one Assistant Director, and they are divided into three different people. First, there is the First Assistant Director, which makes them a very huge asset when it comes to the organization of the production of the film. They could actually be considered one of the most important people in the filmmaking process, as they are in control and have responsibility for a volume of different things. They are the right-hand man to the Director at all times, and are constantly working side by side to ensure the film comes together as it is supposed to. They also need to help free up the Director's time to make sure they have time to concentrate on the creative process in general.

They are also responsible for breaking down the script into story board form and as said before, working hard with the Director to ensure the shots come out the way they are supposed to, and fit the visual aspect of the story in an appropriate way. This also means that they are in charge of creating an entire production schedule and making sure it is constantly kept up with. Assistant directors of all sorts need to be authoritative team leader and motivator who is approachable and has an open mind. They need to have exceptional organizational and time-management skills that allow to plan ahead and stay flexible and positive.

Seems hard right? Well, it is, and it takes years of practice and dedication to be able to get to a position where you are so relied on and so responsible of so many things and can still manage to keep a cool head and an open mind. Of course, nothing ever goes exactly as planned, but you need to be able to troubleshoot and be able to communicate very well. Have tact and diplomacy skills because one may need to deal with problems and even crisis situations more often than desired. Prioritize and be a great multitasker because you will have to work HARD and be an antisocial freak to be able to keep up with the film industry, unusual and unsocial hours will become the name of the game. The First Assistant Directors are also in charge of all other Assistant Directors and also the other cast and crew members are all given a document with the daily logistics called a call sheet. They are in charge of providing regular progress reports of shots to the Production Office as well as being aware of all budget and availability and script issues that may arise. They are responsible for hiring locations and props and equipment and even things like checking the weather reports. The important thing is to keep on schedule, drive it forward and control discipline on set. And also need to have a deep understanding of health and safety related information to ensure a safe and issue-free

production process. They are essentially in charge of making sure everyone and everything are constantly ready for the cue, "ACTION!".

Now, the Second Assistant Director is a bit different in what they are responsible for taking care of, but also similar in many other ways, as the First Assistant Director. Like the First Director to the Director himself, the Second Director is the right-hand man to the First Director, and is largely in charge of overseeing new call sheets for all cast and crew members, ensuring principal actors are in costume, makeup, and are ready for shooting. Second Directors, like First and also Third Directors, also need to have excellent organization and time management skills, and also be an excellent communicator. They need to be relatable, patient and tactful, able to work effectively under pressure. In order to ensure that all of the First Assistant;s orders are met, the Second Assistant Director needs to be able to pay close attention to details, and be efficient and resourceful.

Another thing that is very important for the Second Assistant Director to make sure gets done is the confirmation of any details regarding the production schedule are taken care of and also reported to the Production Office, as with most higher members of production. Some of these tasks might include; arranging for extras when needed, transportation, actors locked in, location locked in and booked for however long necessary, etc. They are almost always on set at all times, and have very strict hours, just like everyone else. If something schedule or productivity related gets messed up even in the slightest bit, it could mean the screwing of the entire production process...and the loss of the Second Director's job, as well as a couple possible others as well.

The Third Assistant Director is very similar to the Second Assistant Director in the fact that they are the person above them's right hand man, but the way that they are a bit different is that, unlike the First and Second Assistant Director's job as being more of an organizationalist, the Third Assistant Director's job is more communication based. They are also responsible for making sure that there are no people from the public or and vehicles that will get in the way during filming. AS with most other people, these guys also need to have excellent organizational and time management skills to make sure things get done in an orderly and timely fashion. Common sense and initiative are also essential. Always be highly motivated, be relatable and also have great communication and enthusiasm, always willing and prepared to deal with constantly changing atmospheres and situations as they come up. Be prepared to work long and exhausting hours, and have common knowledge on health and safety to help others ensure a safe and hazard free environment to work and create something magical. It takes a team of people with incredible ability to endure the rather fast paced and highly strict schedule of the production process in the making of a film, and it takes more than just three different Assistant Directors, but they are essential in helping to make sure things are done on time, and look beautiful.

2. Define in as much detail as possible what "below the line" means.

"Below the Line" is the term that describes what members are included in the hands and help that are ever so important in the making of a film. The members of production who are responsible for physically getting the film done. This may include such a list as the Line Producer, Location Manager, Make-Up Artists, DP, Costume Designer, Unit Production Manager, Script Supervisor, Sound Mixer and Runners.

3. What are the must-have qualities of a PA? Why are they so important on a film set?

The must have qualities of a PA, or in a Production Assistant, is to be able to see what someone or something may need before they even think to ask you. Be dependable by always doing what you are told and keeping your word, and also be punctual and ready and adaptable to change. Communicate verbally and in an explicit manner, and always remain calm, attentive, and professional, because things are always going to happen very fast and you always need to be ready for a curve ball. Think on your feet, be vigilant, brave and responsible, and you and everyone else should ensure to have a blast and create a memory, not just on screen, but for yourselves as well.