

# CHAPTER 5

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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.

Being a director is not an easy job and producing a film isn't any easier, it is actually quite stressful and very difficult if you are planning on doing everything by yourself, which is impossible to do. That's why many successful film directors hire crew members to get the job done. One of the most important members that help the director is an assistant director, there are actually three assistant directors a director should hire if he or she wants to get the job well done. Some examples, that an AD helps the director in would be by keeping track of the time cards, time sheets, tracking the daily progress against the production schedule and maintaining a general sense of order are his or hers responsibilities.

Now I am going to break down the roles that the assistant director has to do in a more in-depth description.

## **Assistant director in pre-production**

### **Breaking down the script:**

One of the jobs for the first AD has on the pre-production part of the film would be to break down the script. This means going through the script, reading it a couple times and then take notes of the most important aspects of the script that need the most attention such as special effects, sound and props. Color coding is also a must that an AD does when going through a script.

### **Breaking down the script into 8th:**

AD's with more experience are able to break the the script into 8th's by eye but AD's that are starting out tend to mark their script by 8th to make their job just a tad bit easier. Marking down the scripts by 8th is very important job because it helps both the schedule and call sheets. Each script page should equal about one minute of screen time.

### **Create a one liner**

AD's have to create a one liner document that helps show the scene that will be shot in order. This also includes scene numbers, scene name, time of day, one line description and how many pages.

### **List of all locations**

AD's make sure to keep a list of all the locations the film will be using, they keep track of the locations real name as well as the name used in the script.

## During the productions

During the production the AD's have a lot of responsibilities and tasks to do. They have to make sure the crew knows exactly what they are doing and what they are supposed to do. They are also the ones that organize rehearsals if there is something that needs to be corrected or improved. Once everything is ready to go the AD makes sure to have everyone aware.

They are also the ones that call for a lock up, quiet, roll cameras, and roll sound.

### **Skills needed be an AD:**

**Being organized:** being organized is a must have skill for an AD. there are a lot of things going on during a film production so it would be very helpful to have organization skills.

**Confidence:** AD's have to communicate a lot with the crew members so being shy isn't an option if you want to be an AD.

**Problem solving:** unfortunately not everything in life goes as we plan it to be, that's why an AD needs to stay calm during sticky situations and try to think of a solution to every problem that may come their way.

Overall an assistant director is the one that keeps everyone motivated and has the most authority during the set. They need to have really good leadership skills and be able to help everyone's needs as well as to help the whole production stay organized.

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

Below the line is a term the film industry people use to describe the roles that are being played under the director such as

assistant director,

the art director ,

the line producer,

Location manager

Director of photography

Costume designer

script supervisors,

make-up artist,

sound mixers.

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

#### **Qualities a PA must have is**

Being on time

Flexibility- to be able to adapt quickly to change and not repeat the same mistake

Clarity

calmness - be the source of reason and don't panic

Attentiveness - listen and follow direction precisely.

Professionalism

Resourcefulness

Braverly

Responsibility

PA's are important in a film set because they are the ones that foresee everything, making sure they do what they have to do before someone asks them to do it. A PA makes sure everyone is content and doing their job.