Christopher Couture  
Quiz Five   
Question One

Assistant Director

Every film set has a director, and typically, every director has a right-hand man known as the assistant director (AD). The AD helps the director with day-to-day operations. They coordinate all the daily production activity, and they supervise the cast and crew, along with any other assistant directors below them. On many big film sets, there will often be additional assistant directors who work under the first assistant director. The AD helps keep things organized between the director and the rest of the crew, and they also help communicate with the production offices. They will often write up progress reports to assure that the production is running smoothly and on schedule. They handle all of this daily organization, so that the director may concentrate on his or her creative process.   
 One of the AD’s main tasks before a shoot is to draw up a filming schedule with the director, creating somewhat of a timetable. While making this schedule, the AD must take into consideration the budget of the film, the availability of the cast, and the script coverage. They will break the script up into a shot-by-shot storyboard, in order to figure out the shoot order and the amount of time it will take to film each scene. After making the storyboard, they need to make sure that the crew has all the necessary props and equipment. They also need to make sure that the location of the shoot is reserved and that the weather is going to be suitable for the particular scenes they’re shooting that day. The AD is responsible for ensuring that the cast and crew have been given their daily “call sheet”, which is a document that provides all the daily filming logistics. During the actual filming, the AD must ensure that everyone is ready for the director’s cues. The AD will make announcements during production in order to keep the cast and crew coordinated and synchronized. They will call out cues for the cast and crew, such as when to make final adjustments and quiet down before shooting, which departments are holding up a shoot, when the camera and sound departments should start rolling, and more. After the director calls “cut” at the end of a take, the AD will check with the director to see if the take was good enough or if they will need to try it again. The AD is also responsible for the general health and safety of the cast and crew, which means they must keep an eye out for any type of hazards on the set. The AD does a lot of hard work in order to help keep the director focused and as stress-free as possible. They allow the daily filming progress to move more smoothly and efficiently, which is why the assistant director plays a y important role in production.