

**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.**

An Assistant Director has a ton of responsibilities both during pre-production and production. They are essentially the Director's right-hand person, and they take responsibility for a lot of important jobs so that the Director can focus more on the creative process. Their responsibilities include, but are not limited to, breaking down the script into a shot-by-shot storyboard (while also making note of all props, sounds, special effects, etc. needed), working with the Director to determine shoot order, and helping to work out how long each scene will take to film. They help to draw up the shooting schedule and they make sure the production is kept to said schedule. Basically they assist the Director, co-ordinate all production activity, and supervise the cast and crew.

They are the key link between the Director, the cast and crew, and the production office, as they give regular progress reports on the shoot to said production office. When planning the shooting schedule or whatnot, the AD must be aware of the budget, cast availability, script coverage, etc. ADs also oversee the hiring of locations, check props and equipment, check weather reports for shoots, and ensure everyone is on standby during production so that they're ready for the Director's cue for action. They control discipline on set, making announcements and giving directions to co-ordinate cast and crew so as to keep filming on schedule. They supervise the other Assistant Directors and Runners, and oversee the preparation of the daily call sheet. They are also

responsible for health and safety on set or location, working to eliminate or minimize hazards.

Assistant Directors do so much to keep a movie shoot running smoothly, that you would be seriously remiss if you think you can do without one. Even with a small cast and crew, they can be invaluable. When finding a crew for your film, the AD should 100% be one of the first ones you hire. They are the voice that gets the crew doing what they are supposed to. They can help communicate “Action!”s and “Cut!”s to the rest of the crew, who might not be able to hear the Director, via walkie talkies and such, allowing the Director to focus wholly on the scene and the actors. When a take is done, they can help reset everyone to 1st positions if another take is needed, co-ordinating the whole crew so things don't get jumbled. Ads keep the production on schedule as best they can, and if something is running long, or there needs to be schedule adjustments that day (i.e. delaying lunch for an hour to finish a shoot, having to work longer than the usual hours that day, etc.) then the AD is the one who contacts all the departments to check if everyone is on board with the schedule changes.

ADs need to be organized, be great with time management (both their own and others'), be confident and good at communication, be an effective problem solver, etc. It's also a very good idea to make sure your AD has First Aid Training, even if you have another safety rep or medic on staff, in case of on set accidents.

They need to know how to get the crew moving and keep them motivated. Their goal is to keep things moving smoothly so the Director doesn't have to compromise their vision. It is no doubt a potentially very stressful job, but with a co-operative and happy team, it could also be really fun.