

## BASIC GUIDE TO PRODUCTION ROLES

This guide provides simple information on key roles in a small digital video crew with HDV/DV camera and microphone set up...

NOTE 1: Within a smaller crew, some roles normally separate and distinct within a larger crew are combined into one role

NOTE 2: This list is not exhaustive and is just an example of a possible set up for a small digital video crew. It should be taken as a guideline and used in a flexible manner, incorporating others ideas where necessary or suitable

---

### DIRECTOR

Prepares Storyboard/Shot breakdown. Directs the crew to meet these goals. Works with Assistant Director and Camera Operator to help achieve this. The director is the creative vision of the production.

---

### PRODUCER

Has overall responsibility for organising the production, including budget, securing cast and crew, equipment and anything else crucial to the production. The producer is the practical vision of the production that works to help the creative vision achieve success.

---

### ASSISTANT DIRECTOR (AD)

Assists the Director in the preparation of the shoot. Helps plan schedule, talks with cast & crew, organises shooting protocol on set, overlooks Health & Safety and welfare of everybody on set.

---

### CAMERA OPERATOR

Works with Director. Focuses on Lighting and Camera requirements. Discusses shot options with Director. Operates camera and directs lighting needs.

---

### CAMERA ASSISTANT

Works with Camera Operator. Assists in setting up camera including moving equipment, general set up, maintenance. Marks tapes / tape cases.

---

### SOUND ASSISTANT

Works with Camera Operator. Assists with selection of microphone/equipment. Sets up sound equipment. Checks sound quality. Responsible for care of sound equipment.

---

### PRODUCTION ASSISTANT

Works with all members of the crew and assists where required. Takes production notes AKA log sheets/continuity notes and deals with continuity issues

---

### OTHER ROLES?

Your crew might have a clapper person, art department, props and costume, make-up, runner etc ... it all depends on the demands of your particular film [and a film might have different demands from day to day].