



PRE- PRODUCTION

1. ASSIGN PRODUCTION ROLES

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Assign Production Roles

There are lots of different jobs in the film industry. When you are just starting out, however, the following are the most essential roles to fill. (If you have a small crew, people will probably have to double up on roles.) You need to assign roles now so that your crew can begin gathering resources and planning for the production stage.



Top Tip

Think about what your crew members' particular talents and interests are and assign roles through group discussion to keep things fair and inclusive.

Director

The director is the person with the creative vision. They may have devised the idea for the film and taken on the role of the scriptwriter. In the pre-production stage, they will also probably be in charge of creating the storyboard. Even if your group makes the creative decisions together, you'll need a director to organise the crew and direct the actors. Directors also work alongside the editor in post-production to assemble the shots in sequence to create the finished film. An overview of a director's duties can be found in the Into Film short How to Direct at <http://bit.ly/HowToDirect>.

First assistant director (first AD)

The first AD's job, as the name suggests, is to assist the director. They carry out tasks such as:

- Checking that all the shots get filmed by ticking them off on the storyboard or shot list
- Passing the director's instructions onto members of the cast and crew
- Making a note of successful takes
- Keeping an eye on the time to ensure the production stays on schedule.

Shot list

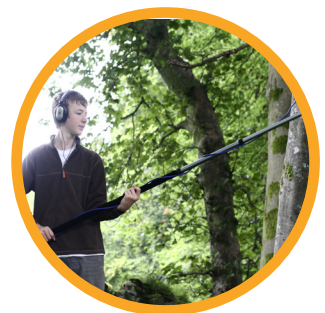
Often accompanies or can replace a storyboard. Names the shots you plan to use in your film in the correct order. Shots are not necessarily captured in script order, so the shot list is important. As the filming takes place, shots can be ticked off to ensure no shots are missed out.

Camera operator

A camera operator sets up the camera and films the action following the advice of the director. Your camera operator should understand and be able to use some or all of the techniques covered in our guide [Production: Master the Camera](#).

Sound recordist

If your film has got live sound, you'll need a sound recordist. Their job is to make sure the sound and dialogue is clear and there are no external noises distorting it. They'll probably be in charge of holding the microphones and boom poles. Sound recordists might also source digital sound effects. Your recordist should understand and be able to use all of the techniques covered in our guide [Production: Record Sound](#).



Actor(s)

These are the outgoing and confident types that will portray the character(s) in your film.

Hair and make-up

Creative individuals who will create and maintain a character's look.

Costumes and props

You'll need somebody to source the costumes for the characters and the props needed for the set. During production they can also set up each scene and dress the set.

Runner

A band of helpers who can do things like set lighting up, keep the set tidy and stop people from wandering onto the set. They could also be in charge of providing food and drink for the cast and crew.

To find out more about these roles and others within the film industry, check out the Creative Skillset website at http://creativeskillset.org/job_roles_and_stories/job_roles.

