

Production Team & Crew Glossary

Production

Producer

The chief of a movie production in all matters save the creative efforts of the Director. A producer is responsible for raising funding, hiring key personnel, and arranging for distributors

Production Accountant

The person responsible for managing finances during the production.

Production Coordinator

The person responsible for overseeing practical matters such as ordering equipment, getting near-location accommodations for the cast and crew, etc.

Production Manager

Reporting to the film's producer, this person supervises the budget, hires the crew, approves purchase orders & time cards, and generally makes sure all departments are doing their respective jobs within the parameters of the budget.

Production Assistant

A person responsible for various odd jobs, such as stopping traffic, acting as couriers, etc. Production Assistants are often attached to individual actors or filmmakers.

Co-Producer

A producer who performs a substantial portion of a creative producing function, or who is primarily responsible for one or more managerial producing functions. A co-producer has less responsibility than a producer for the completion of a project. Note that if a project has more than one producer, it doesn't mean that these individuals are "co-producers" in the technical sense of that term.

Executive Producer

A producer who is not involved in any technical aspects of the filmmaking process, but who is still responsible for the overall production. Typically an executive producer handles business and legal issues.

Associate Producer

An individual who performs a limited number of producing functions delegated to her/him by a producer, under the direct supervision and control of that producer.

Director

The principal creative artist on a movie set. A Director is usually (but not always) the driving artistic source behind the filming process, and communicates to actors the way that he/she would like a particular scene played. A Director's duties might also include casting, script editing, shot selection, shot composition, and editing. Typically, a Director has complete artistic control over all aspects of the movie, but it is not uncommon for the Director to be bound by agreements with either a producer or a studio. In some large productions, a Director will delegate less important scenes to a second unit.

Script

Scriptwriter/Screenwriter

A writer who either adapts an existing work for production as a movie, or creates a new screenplay

Script Supervisor

A person who tracks which parts have been filmed, how the filmed scenes deviated from the script; they also make continuity notes, creating a lined script.

Casting

The process of hiring actors to play the characters in a script, typically done by a Casting Director, but with some input from a Director, producer, or studio.

Music

Composer

Composes the original music score. Works in conjunction with the Sound Designer to create a mood for the movie.

Film Crew

1st, 2nd Assistant Directors

An assistant Director's duties include tracking the progress of filming versus the production schedule.

- *The 1st AD also controls the crew, telling when cameras should roll, cut etc and controlling crowd action.*
- *2nd AD is the assistant to the assistant Director. Duties include overseeing the movements of the cast, and preparing call sheets*
- *Call Sheet.....A listing of which actors, props, special effects, vehicles, dining and toilet facilities etc will be required for which scenes, and when they will be required.*

Second Unit Director

Oversees the small, subordinate crew responsible for filming shots of less importance, such as inserts, crowds, scenery, etc also Model Shots for Post-Production if necessary.

Continuity

The person on set who makes sure that interconnected scenes (that may be shot at different times) have continuity. Makes full use of a Polaroid camera and carries complete paperwork in order to make sure that no mistakes are made. In some US productions, this job has been sidelined by that of Script Supervisor

Cinematography

Director Of Photography

A cinematographer who is ultimately responsible for the process of recording a scene in the manner desired by the Director. The Director of Photography has a number of possible duties: selection of film stock, cameras, and lenses; designing and selecting lighting, directing the gaffer's placement of lighting; shot composition (in consultation with the Director); film developing and film printing

Camera Operator

A job usually done by the DOP, but on occasions (e.g. second unit) a camera operator will be brought in.

Focus Puller

Maintains the camera, makes sure shots are in focus

Clapper/Loader

Loads the camera and maintains film logs and canning of shot film. Also marks and records each shot with the clapper board. Sometimes at the end of a shot, if the board cannot be used at the beginning, the Clapper/Loader will invert the board to say "End of Shot"

Gaffer

Working under the DOP, the Gaffer is in charge of the lighting crew, including the Sparks and the Riggers

Best Boy

The Gaffer's first assistant

Sparks

In charge of lighting, and anything electrical

Key Grip

In charge of the dolly crew and supervises any track laying etc that may be required from the Construction department or the Riggers

Rigging Crew

"Riggers" will build anything anywhere at any time

Actors

Also known as "The Artists". Actors may be the main leads, or extras hired for walk-on parts

Sound Department

Sound Recordist

Records the sound while filming, and any ambient sound that may be required or have been requested by the Sound Designer.

Foley Artist

Designs and records the sound effects for editing into the final cut

Sound Editor

Edits the sound effects, supervises ADR

- *ADR means Automatic Dialogue Replacement; required when the on-set recording of dialogue is poor and needs to be replaced in Post-Production. The Actor is brought in to a recording studio and speaks the lines to match the footage being played back on a large screen*

Dialogue Editor

A sound editor who specializes in editing dialogue

Art Department

Production Designer

An specialist artist/designer responsible for designing the overall visual appearance of a movie.

Storyboard Artist

The person responsible for drawing the storyboards and anything else that needs to be drawn during the production of the movie.

Art Director

A term used to define either the job of Production Design or as an assistant to the Production Designer

Draftsperson

Makes the drawings for the Construction Team to work to

Props Buyer

In collaboration with the Stand-by props, buys all the necessary props for the production.

Stand-By Props

The person in charge of on-set props; works with the set dresser to populate the shot with the required properties, furniture etc. "Props" will work through the script and make sure that every item required is available on the day. Specialist props will be itemised in the Call Sheet.

Set Dresser

Dresses the set according to the wishes of the Production Designer

Construction Manager

Supervises the Construction Crew, making the sets based on the Production Designer's designs and the Draughtsman's drawings.

Production Buyer

A person who purchases supplies, equipment, and property necessary for a production.

Construction Crew

An assortment of scaffolders, carpenters, welders, plasterers, fibre-glass experts who create the sets either on the Sound Stage or on location, to the Production Designer's designs.

Special Effects Coordinator

Designs and supervises on set the special effects required for the movie.

Special Effects Technicians

Experienced and qualified technicians who operate all special effects.

Special Effect Vehicles

All vehicles, stunt vehicles etc required by the production.

Movie Poster Artist

Designs and create the advertising art for the movie.

Model Unit

In conjunction with the art department, will construct miniatures, some props, some specialist items for SPFX etc.

Stunts

Stunt Coordinator

Works in liaison with the SPFX Coordinator to create stunts either as extras or as a body-double for the main actor.

Stunt team

Men and women experienced in carrying out the stunts.

Costume

Costume Designer

Designs, in conjunction with the Production Designer, the costumes for the production. Coordinates with Costume Hire companies to supply extra costumes.

Seamstress

Makes any new costumes, mends or adapts costumes on set.

Wardrobe

Coordinates and logs all costumes, carries out dressing the actors on set.

Make Up

Make up artist

On-set control of the artist's make-up

Hair Stylist

On-set control of the artist's hair

Film Editing

Film Editor

The creative person who assembles the shot footage, and fits it to the script in order to tell the story the way the Director wishes

Post-Production Supervisor

The person overseeing the entire post-production of a project. Reports directly to the producer and/or the studio in charge of the feature. Working side by side with the Director and Editor, the Supervisor has the responsibility of finishing the film on time and on budget while satisfying the wants of the Director. Post-production Supervisors have authority over post-production co-ordinators. Typical duties include: Controlling all activities with vendors such as optical houses, sound facilities, inserts, ADR, reshooting, CGI, score, delivery requirements to domestic and international distributors, legal clearances, preview screenings, color timing, video mastering and budgeting the movie through the completion and delivery.

Post-Production

Use of computers to add title sequences and CGI. Before the use of computers, Rostrum Cameras were used (and still used occasionally) to create Visual Optical Effects and titles.

- *CGI - Computer Generated Imagery
The use of computer graphics to create or enhance special effects e.g. blue and green screen, image replacement, matte paintings, restoration, titles etc*