



# Key creative team

## PRODUCER

The producer initiates, coordinates, supervises, and controls matters such as raising funding, hiring key personnel, contracting and arranging for distributors.

The producer is involved throughout all phases of the process from development to completion of a project.

# Director

- The director is responsible for overseeing the creative aspects of a film, including controlling the content and flow of the film's plot, directing the performances of actors, selecting the locations in which the film will be shot, and managing technical details such as the positioning of cameras, the use of lighting, and the timing and content of the film's soundtrack

# Screenwriters

- Screenwriters or scriptwriters are responsible for researching the story, developing the narrative, writing the screenplay, and delivering it, in the required format, to the Producers.
- They are almost always freelancers who either pitch original ideas to Producers in the hope that they will be optioned or sold, or who are commissioned by a Producer to create a screenplay from a concept, true story, existing screenwork or literary work, such as a novel or short story



# Executive producer

An executive producer is usually an investor in the project or someone who has facilitated the funding of the project.

There may be multiple executive producers on a project, depending on the financing arrangements.

# Line Producer

- Typically, a line producer manages the budget of a film production.
- Alternatively, or in addition, they may manage the day to day physical aspects of the film production.
- They are typically the most senior member of the production team, second only to the producers.

# Line Producer

- Line producers are ultimately responsible for all the crew and all the contracts.
- They hire crew, heads of department, caterers and studio facilities, over-seeing all the deals and paperwork.

# Production manager

- The production manager supervises the physical aspects of the production including personnel, technology, budget, and scheduling.
- It is the PM's responsibility to make sure the filming stays on schedule and within its budget.
- The PM often works under the supervision of a line producer and directly supervises the Production Coordinator.

# production manager

- The production manager works closely with the producer, line producer, first assistant director,



# production coordinator

- The production coordinator is the information nexus of the production, responsible for organising all the logistics from hiring crew, renting equipment, and booking talent.
- The PC is an integral part of film production.

# Production Secretary


- The Production Secretary provides administration assistance in the production office to the production coordinator and production manager.


# Production accountants


- Production accountants are responsible for managing finances and maintaining financial records during film production.
- They work closely with the Producer and the production office to manage the day-to-day accounting office functions, and report on the project's financial progress against the budgets (cost reporting).


# Post-production supervisors

- Post-production supervisors are responsible for the post production process, during which they maintain clarity of information and good channels of communication between the Producer, Editor, Supervising Sound Editor, the Facilities Companies (such as film labs, CGI studios and negative cutters) and the Production Accountant.

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- The first assistant director (1st AD) assists the production manager and director.
  - They oversee day-to-day management of the cast and crew scheduling, equipment, script, and the set.
  - They ensure the filming comes in on schedule while maintaining a working environment in which the director, principal artists (actors) and crew can be focused on their work.

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- The second assistant director (2nd AD) is the chief assistant of the 1st AD and helps carry out those tasks delegated to the 1st AD. The 2nd AD works closely with the Production Coordinator to create the daily Call Sheets that let the crew know the schedule and important details about the shooting day.

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- The third assistant director (3rd AD) works on set with the "First" and may liaise with the "Second" to move actors from unit base, organise crowd scenes, and supervise one or more production assistants.



# Script Supervisor

- Also known as "continuity", keeps track of what parts of the script have been filmed and makes notes of any deviations between what was actually filmed and what appeared in the script.
- They make notes on every shot, and keep track of props, blocking, and other details to ensure continuity from shot to shot and scene to scene

# Stunt coordinator

- Where the film requires a stunt, and involves the use of stunt performers, the stunt coordinator will arrange the casting and performance of the stunt, working closely with the Director