



**POLLARD FILM CONSULTANTS**  
**FILM CREW POSITION DESCRIPTIONS**

**PRODUCER**

The person in charge of all the financial and administrative aspects of a film production, from the very inception of the film project and its initial planning through all stages of production, distribution, and advertising. Sometimes the producer also involves himself in the artistic nature of the film and has a decided influence on the final product.

**DIRECTOR**

The individual responsible for putting a work on film and sometimes for the vision and final realization of the entire motion picture. She is the technologist and the artist, the creative mind who must give to all the disparate elements unity, design, and coherence. It is her vision and sensibility that should stamp the film and infuse it with spirit and unity.

**WRITER / SCREENWRITER**

The person(s) who create the script, whether it is an original idea or one being adapted from previously created material (such as a book or short story).

**ACTOR**

Any person who plays a (usually speaking) role in a film.

**DIRECTOR OF PHOTOGRAPHY (D.P.) / CINEMATOGRAPHER**

The individual in charge of putting the scene on film; hence, the person responsible for the lighting of the set or location; the general composition of the scene; the colors of the images; the choice of the cameras, lenses, filters and film stock; the setting of the camera; and the integration of any special effects.

**PRODUCTION DESIGNER / ART DIRECTOR**

The person responsible for the design and overall physical appearance of the world in which the actors appear. The production designer must design and oversee the construction of the sets; help select and then be in charge of adapting locations outside the studio; be responsible for the decoration of settings and the selection of props.

**COSTUME / WARDROBE DESIGNER**

The person responsible for the design and overall look of all the wardrobe the characters wear.

**EDITOR**

The person responsible for assembling all the footage (dailies) into narrative form. Works with the director to cut the film into its best possible story by selecting the best shots and takes.

**COMPOSER**

The person who writes the musical score for the film. Also oversees the hiring of musicians, and the recording, editing, and mixing of the score.

**SOUND DESIGNER**

The person responsible for creating the full sonic environment for the film. This includes recording and cutting dialogue, sound effects, backgrounds (weather/traffic/crickets/etc.), foley (footsteps/cloth rustle), and music.



**POLLARD FILM CONSULTANTS**  
**FILM CREW POSITION DESCRIPTIONS**

**LINE PRODUCER / UNIT PRODUCTION MANAGER (U.P.M.)**

The person in charge of managing the production on a day-to-day basis. Responsibilities including budgeting, cost-reporting, issuing daily production reports, trouble-shooting, and having the best working knowledge of all the logistical elements related to the production.

**FIRST ASSISTANT DIRECTOR (FIRST A.D.)**

The chief scheduler. The First A.D is responsible for making sure the film is shootable in the number of days it has budgeted; and that each day is makeable in terms of camera setups and shots. Other procedural duties include directing extras, calling cast/crew to the proper location, maintaining order on the set, and facilitating communicating between crew departments.

**GAFFER**

The chief lighting technician. This person is responsible for supplying, placing, operating, and maintaining the required lights. The gaffer is the right hand of the D.P., while having a staff of electricians at his/her disposal, who are supervised by the head electrician, the **BEST BOY**.

**KEY GRIP**

The chief stagehand. Like the Gaffer, the Key Grip oversees a team who are collectively responsible for the bulk of equipment rigging and transport. Included in this team is the **DOLLY GRIP**, person in charge of the mobile platform on wheels that supports the camera, camera operator, and often the First A.C., and allows the camera to make smooth moving shots.

**SOUND RECORDIST**

The individual in charge of sound during shooting; also called the sound mixer. Usually works in tandem with a **BOOM OPERATOR**, who is in charge of placing the microphone.

**STUNT MAN / WOMAN**

An individual who substitutes for an actor or actress to perform difficult or dangerous action.

**SPECIAL EFFECTS SUPERVISOR**

The person who oversees a team who specialize in creating images or elements within an image achieved by unusual technical means. Generally speaking, these are effects achieved through special photographic techniques during the **FILMING** process. Examples: Weather, Fire, Explosions, Bullet hits (squibs). With the advent of digital technology, many of the special effects now created in films are done in **POST** and are called **VISUAL EFFECTS**.

**SCRIPT SUPERVISOR**

The person responsible for maintaining perfect continuity from shot to shot by keeping a record that specifies individual takes and their details.

**FIRST ASSISTANT CAMERA (FIRST A.C.)**

The person in the camera crew who is responsible for proper maintenance of the camera during shooting. As well as checking that the camera works properly, this individual is responsible for changing lenses and magazines and following focus during shooting.

**KEY PRODUCTION ASSISTANT**

An individual who reports directly to the First A.D., performing a variety of tasks for the production, including distribution of printed materials, running errands, and lock-ups.