

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Film/TV Job Descriptions

1. The people responsible for helping creative talent obtain employment
  2. This person is hired by a studio to help manage every aspect of a television show
  3. This person hires the writing team, signs off on all aspects of the storyline and scripts, and signs off on all decisions regarding the look of the show
  4. The head of the production unit and is responsible for directing the actors and for translating the teleplay into cinematic images in accordance with his/her vision
  5. A writer who is given an outline of an episode and is required to turn that outline into a script
  6. Responsible for all financial aspects of the television show
  7. They deal with scheduling the production, hiring crew and ordering all equipment for the show
  8. Responsible for all aspects of post production
  9. Responsible for setting up and organizing the production and writer offices
  10. Hired by the producer to coordinate and supervise all administrative, financial, and technical details of television production
  11. Keeps track of all financial costs and transactions incurred in the making of a television show
  12. Responsible for maintaining order and discipline on the set
  13. Person who finds, auditions, and negotiates for the service of actors
  14. Responsible to the 1st AD for preparing and distributing the daily paperwork, call sheets, production reports, SAG contracts, etc.
  15. This person assists the 1st and 2nd AD in running the set
  16. Maintains an accurate shooting script and recording in detail all info related to each take
- A. Production Accountant
  - B. Show Runner
  - C. Costume Designer
  - D. 1st AD
  - E. Camera Operator
  - F. Gaffer
  - G. Dolly Grip
  - H. Production Assistant
  - I. Executive Producer
  - J. Literary Agent
  - K. Production Designer
  - L. Set Designer
  - M. 2nd 2nd AD
  - N. Best Boy Grip
  - O. Construction Coordinator
  - P. Art Director

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| 17. An entry level position within the television industry   | Q. Set Decorator           |
| 18. Works closely with producers and director to determine how they see the show   | R. Associate Producer/Post |
| 19. Works with the studio and the executive producers to create a “look” for a show  | S. Casting Director        |
| 20. Responsible for the execution of detailed drawings of the sets and construction elements within the set to be built  | T. Director                |
| 21. Responsible for managing the crew that builds the sets   | U. Producer                |
| 22. Works closely with the Production Designer to achieve the visual look of the show  | V. Script Supervisor       |
| 23. Works closely with the Director in translating the screenplay into moving images   | W. DP                      |
| 24. Operates the camera and is responsible to the DP for composition, focus, camera movement, and anything that comes within the domain of photography                           | X. Production Coordinator  |
| 25. Individual responsible to the DP for all lighting set ups and procedures on a production   | Y. Teleplay Writer         |
| 26. Responsible to the DP and gaffer for providing and placing all diffusion, for facilitating or actuating camera movement, and for moving, erecting, and striking scaffolding. | Z. Key Grip                |