



The [Skilling SA Screen Industry Training Program](#) supports the SAFC's objective to expand and diversify the bench of experienced production crew in South Australia. The program will provide tailored training for new and existing South Australian crew seeking to upskill in areas of critical skills shortage including:

- Production Accountant
- Assistant Director
- Production Office
- Camera Department (with a focus on Camera Assisting and the pathways to becoming a Focus Puller)
- Art Department (with a focus on the pathways to becoming a Production Designer).

Find out more about the specific crew departments and role descriptions below.

## Assistant Director Department

Suitable applicants for the Assistant Director Department may have experience in the following industries: Administration, events, festivals, theatre and the performing arts.

- **1ST ASSISTANT DIRECTOR**

The 1st Assistant Director is the producer's representative on set, ensuring the film gets shot on time and within budget whilst at the same time working to ensure the vision of the director. The 1st AD is responsible for the scheduling of the film and organises each shooting day to make the best and most efficient use of a location into what is known as the call sheet. They oversee the day-to-day management of the cast and crew scheduling, equipment, script, and run the set. Other duties include tracking the progress of filming versus the production schedule, observing all labour rules and location agreements and maintaining safety on the working set.

- **2ND ASSISTANT DIRECTOR**

The 2nd Assistant Director is the production office's representative on set, and the chief assistant of the 1st AD, coordinating the running of 'back stage' ensuring a smooth flow of cast are effectively managed through makeup, costume, rehearsals and publicity in order to appear on set on time. The 2nd AD is responsible for information distribution and reporting, cast notification and preparations during the shooting process, recording of all data relative to the working hours of the crew and cast, preparation of call sheets, production reports, and other documentation. The 2nd AD is responsible for creating call sheets that let the crew know the schedule and important details about the next shooting day.



- **3RD ASSISTANT DIRECTOR**

The 3rd Assistant Director supports the 1st AD on set and works with the 2nd AD behind the scenes. They may also direct background action and extras at the request of the 1st AD.

## Production Office Department

Suitable applicants for the Production Department may have experience in the following industries: Administration, accountancy, travel, events, festivals, theatre and the performing arts.

- **PRODUCTION MANAGER**

The Production Manager supervises the physical day-to-day operation of the production (not the creative aspects), including crew and equipment, approves schedules and call sheets, approves purchase orders & time sheets, and generally makes sure all departments are doing their respective jobs within the parameters of the budget. It is the production manager's responsibility to make sure the filming stays on schedule and within its day-to-day budget. They directly supervise the production coordinator. The production manager often works under the supervision of a Line Producer and it is not unusual for a production to have both or just one of these roles.

- **PRODUCTION COORDINATOR**

The Production Coordinator is the information nexus of the production, responsible for organising all the logistics. They will issue the daily call sheet and daily progress reports.

- **PRODUCTION SECRETARY**

The Production Secretary is responsible for the dissemination of all film production documents to the right people – shooting schedules, script amendments, call sheets etc.

- **PRODUCTION ASSISTANT**

A Production Assistant is responsible for assisting with anything the production co-ordinator and production secretary needs within the production office duties.

- **PRODUCTION ACCOUNTANT**

The Production Accountant manages the money and works with the Line Producer and Production Manager to ensure the production comes in on budget and everyone gets paid. Production accountants are often assisted by Assistant Accountants responsible for accounts receivable, accounts payable and on larger productions a specialist Payroll Accountant.



There are a number of different industry accounting software programs that the production accountant must learn.

## Camera Department

Suitable applicants for the Camera Department may have experience in the following industries: Events, festivals, theatre, TV or photography.

- **CAMERA OPERATOR**

The Camera Operator uses the camera at the direction of the director of photography (DOP), or the film director, to capture the scenes on film or video. Generally, a director of photography does not operate the camera, but often these jobs may be combined.

- **FIRST ASSISTANT CAMERA**

The First Assistant Camera, 1st AC or Focus Puller, is responsible for keeping the camera in focus as it is shooting, as well as building the camera at the beginning of the day and taking it apart at the end.

- **SECOND ASSISTANT CAMERA**

The Second Assistant Camera, 2nd AC or Clapper Loader, operates the clapperboard (Slate) at the beginning of each take. The 2nd AC is also in charge of overseeing the record note taking. Additionally, the 2nd AC oversees organisation of camera equipment and transport of the equipment from one shooting location to another.

## Art Department

Suitable applicants for the Art Department may have experience in the following industries: Administration, theatre, visual arts, design, graphic design, costume design or TV.

- **PRODUCTION DESIGNER**

The Production Designer is the head of the Art Department, and responsible for planning and overseeing the creation of the sets, scenery, and other items that appear in front of the camera. The Art Director and Construction Manager report to the production designer and may also have requests and responsibilities when filming is taking place on location.



- **ART DIRECTOR**

The Art Director more directly oversees artists and craftspeople, such as the Set Designers, Graphic Artists, and Illustrators who give form to the production design as it develops. The Art Director works closely with the Production Designer and is responsible for the art department budget and fulfilling the designer's creative choices.

- **SET DESIGNER**

The Set Designer realises the structures or interior spaces called for by the Production Designer and carry out the instructions of the Art Director. Their work often involves measuring locations & collecting information for the Production Designer. The Set Decorator oversees the decorating of a film set, which includes the furnishings and all the other objects that will be seen in the film. The Buyer locates, and then purchases or rents the set dressing. The Set Dressers apply and remove the “dressing”, i.e., furniture, drapery, carpets—everything one would find in a location, even doorknobs and wall sockets. The Props Master oversees finding and managing all the props that appear in the film.

- **STANDBY PROPS**

Standby Props is on set at all times during the filming of a scene. They are responsible for the care and continuity supervision of the various props in a scene.

- **ART DEPARTMENT BUYER**

The buyer is responsible to shop for the props. They work closely with set designers and art director to source anything that’s needed for the action and look of a set. They mark up (make notes on) the script and make a list of all the props needed. The buyers then write a detailed schedule of the props, working out dates and durations of hire to minimise costs, and confirming collection and return dates with the props master.

- **ART DEPARTMENT CO-ORDINATOR**

The Art Department Coordinator is a position on the production crew that is responsible for overseeing the entire Art Department. They are concerned with implementing and executing all of the visual artistry on set.

## Where can I find out more about SAFC Skilling SA?

Go to [safilm.com.au/industry-and-skills#skillingsa](https://safilm.com.au/industry-and-skills#skillingsa)