Roles and Responsibilities of our Film Crew

Film (or project) Title:_____

The film **CREW** are those people working on the set behind the scenes. If you have actors in your film, they are members of the **CAST.** If you have, casts of actors in your film make a list of their names with the name of the character they played to add to the credit list later – along with the crew names.
NOTE: Some of you might have multiple roles depending on the number of people in your class or group. You may not need to fill every role depending on the type of film you make.

Role	Responsibility	Name(s)
Director	provides creative leadership for the overall design, style, continuity, technical aspects & keeping to schedule for the entire film. The director usually helps choose the actors, decides on locations, and plans the shots before filming. The Director says "**Action"** when filming begins, and "**Cut"** at the end of the take.	
Producer	selects a script to be made into a film, hires the director, actors, technical crew and is responsible for the film's finances.	
Writer	The term "Written by" in the credits refers to the screenwriter or scriptwriter. The writer creates the story or adapts a book or play for use on the screen	
Boom Operator	holds the microphone boom, a long pole on which the microphone is placed for the actors	
Sound Operator /Engineer	responsible for all sound recording on set during the shoot or filmmaking or separately as voiceover using quality audio equipment. The provide the finished audio to the editor to add into the film later.	
Foley Artist	creates sound effects that cannot be properly recorded during filming, such as footsteps, thunder, doors slamming, etc.	
Director of Photography (aka Cinematographer or DOP)	responsible for managing the camera crews so that the look (visual impact) of the film is the best creative choice for the film. Such as the lighting, type of shots and camera angles used.	
Gaffer	is the main electrician on the set and is responsible for making sure all the lighting equipment is where it should be and is working correctly	
Costume Designer	is in charge of deciding on the costumes for a film	
Set Designer	decides on the set with the help of the art director	
Make-up Artist	applies make-up to the actors	
Camera Operator	operates the camera so they are responsible for what you see on the screen	
Clapper/Loader	is responsible for operating the slate or clapperboard	
Storyboard Artist	is responsible for drawing the film scenes on paper.	
Continuity Person	is responsible for ensuring continuity in the film, for example, making sure that an actor isn't wearing a hat in one scene and then reappearing without it in the next.	
Researcher	collect, verify and prepare information for the production team (especially important for documentary making projects)	
Editor	Responsible for working with the whole crew, making sure everyone gets to view the footage and works out what shots and sequences "work". The editor makes notes on which clips/footage are best to use, edits the film accordingly and works out who will assist with sound, music, titles, credits and graphics	
Assistant Editor	Responsible for sourcing (copyright free) soundtrack, creating titles and graphics.	