Roles and Responsibilities –Animation Making

Animation Film (or project) Title:_____

Descriptions of roles and responsibilities for a typical animation studio crew are below.

NOTE: Some of you might have multiple roles and that is okay. Some of the roles may not be filled at all, as this may depend on the type of film you make, what you actually need and the number of people in your class and that is okay too!

Role	Responsibility	Name(s)
Animation Director	responsible for all aspects of the animation. The director usually helps choose the narrators for the voiceover. The director also keeps the filming to a schedule. He or she provides creative leadership for the overall design, style, continuity and technical aspects of it. The director says, "Action" when filming begins, and "Cut" at the end of the take.	
Producer (The Boss!)	finds or decides on a script to be made into a film. The producer hires the director, actors and technical crew and is responsible for the film's finances.	
Writer	the writer creates the story or adapts a book or play to animate. The story is then turned into a script.	
Foley Artist	creates sound effects that cannot be properly recorded during filming, such as footsteps, thunder, doors slamming, etc.	
Director of Photography (Cinematographer)	responsible for managing the camera crews so that the look (visual impact) of the animation is the best creative choice for the film. Such as the lighting, type of shots and camera angles used.	
Gaffer	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 the animated characters when using stopmotion.	
Set Designer / Developer	Responsible for designing and building sets and scenes for to shoot the animated film in.	
Character Design / Developer	Designing or choosing pre-made characters from idea stage through to making or choosing models.	
Camera Operator	operates the camera, working alongside the director of photography and the director. The camera operator is responsible for what you see on the screen	
Voiceover Artist / Narrator	Is recorded speaking or narrating the script to match each scene in the animated film.	
Storyboard Artist	makes sure the script is turned into a visual story. They draw out the shot sequences so the camera crew have sequences to follow when shooting the images.	
Continuity Person	is responsible for ensuring continuity in the film, for example, making sure that the character 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, sound effects, and creating titles and the credit roll.	