

C T V A 2 5 0: Job Description List

Final Group Project:

Groups of students will shoot an approximately 5-minute project (absolutely not longer than 5min 15sec including closing credits!) on digital video. Groups of five students will form a crew. Each crew will consist of a Writer, Producer, Director, Cinematographer and Editor. Though students are responsible for separate duties on the crew, they will be expected to contribute their efforts to each other's activities.

Each student will be responsible for their part of the project budget, and it is suggested that it should be between \$100.00-\$150.00 per student, though if you all agree it can go up to \$250.00. These amounts will cover the costs of production and include tape stock, travel expenses, equipment rentals, location rentals, art department materials, food and media materials. *Remember that each individual is responsible for purchasing film & processing for their individual 16mm film project in addition to funding the group project.*

Crew Member List:

Writer – You are responsible for writing the script that will be shot. Your other crewmembers are to give feedback and suggestions, but you will be ultimately responsible for a polished script. There will be several drafts and sometimes a production issue, which will necessitate a re-write on set. After the script has been finalized you will help with production.

Producer – You're the manager of this operation. You will oversee the creation and implementation of the budget and all purchases. You will be in charge of any permits/agreements/contracts.

You are expected to:

- Scout locations with the Director and Cinematographer
- Create a shooting schedule with the Director
- Make sure everyone and everything is where it should be, when it should be

Director – You must visualize how the film will look and work with your Cinematographer and actors in order to realize this vision. You must be very prepared and clear about what you are trying to achieve at each shoot.

This means that you will:

- Work with the Writer to be clear on the meaning/intent of all story elements
- Scout locations and make sure each set has the correct "look" and props
- Rehearse with the acting talent and get good performances on set
- Create a storyboard and shot list with the Cinematographer
- Get adequate coverage for the Editor to work with

Cinematographer – You will be in charge of shooting and lighting the project. You are in charge of all the production equipment. You will work with the Director to create the storyboard and shot list. Your visual sense will support the Director's work with the acting talent and be a major component of how the film "looks".

Editor – You are responsible for taking the footage and cutting it together to form a coherent and compelling film. You are also in charge of recording, creating and mixing the sound track. This will include music, sound effects and possibly narration. Many problems with performances and story are solved in the editing room and provide ample room to be creative. You will be responsible for the final output of DVD copies for screenings and cast and crewmembers.

This is not one person's project; it's everyone's. Each role is equally important in the production of the film. Everyone must be on set and work together on anything and everything that is needed. Production is hard work but also very fun and extremely rewarding. I am invested in your success and I will lend my support throughout this process. Good luck!

CTVA 250: FUNDAMENTALS OF FILM PRODUCTION

Questionnaire

Your name:

Each Group Project crew will consist of a Writer, Producer, Director, Cinematographer and Editor. Please put your top 3 positions in order of your preference.

1.

2.

3.

What film genre(s) do you like the most (drama, comedy, horror, action, etc.)?

What are some of your favorite films?

Do you own a video camera? Describe:

Do you know any video editing software? Which program(s) and how well do you know it/them?

Do you have a computer with video editing software? If so, which editing program?

How do you feel about the project budget?

- A. The less it costs the better
- B. Keep it within reason: \$100; \$125; \$150; \$175; \$200; \$225
\$250
- C. My personal budget is really tight
- D. I have allocated ample college funds towards filmmaking expenses

Is there another student in class that you really want to work with?