



DIRECTORS GUILD OF AMERICA (DGA)

JOB CLASSIFICATIONS & DEFINITIONS

A. Director: Directs the production of motion pictures and whatever is seen & heard in the finished product. He also directs all related functions & activities required for translating & transferring the script, premise, idea and/or concept to the audiovisual images. These directorial functions will include:

- Surveying & approving all locations and their use as they pertain to the directorial concept and need.
- Directorial planning & breakdown of the shooting script.
- Plotting the camera angle & composition within the frame.
- Participation in determining the requirements of the set, costumes, make-up, props, etc., for their proper directorial perspective and mechanical functioning.
- Participation in the final casting of all performers.
- Rehearsing actors, extras, and any of the visual & audio devices necessary for the completion of the production.
- Directing the action of all actors, extras, etc.
- Directing the dialogue as well as prerecording & post-recording of dialogue.
- Directorial supervision of the duties of the entire crew during the rehearsal & shooting periods.
- Making such script changes as necessary, within his jurisdiction, for the proper audiovisual presentation of the production.
- The right to the first cut. Prior to completion of principal photography the Director will be advised of and will participate in considerations with respect to the utilization of the following:

Trick shots	Transparencies
Process plates	Background
Inserts	Stock Film
Montages	Glass & matte shots
Miniatures	Optical devices

The Director's total function is to contribute creatively to all these above elements and to guide, mold and integrate them into one cohesive dramatic and aesthetic whole.

B. Director (Employee)—Commercials & N/T: A Director who works continuously & exclusively for a producer and is sometimes engaged in crafts or functions other than directing, and who is also assigned to direct productions.

C. Unit Production Manager: Coordinates, facilitates and oversees the preparation of the production unit (or units), all off-set logistics, day-to-day production decisions, locations, budget schedules and personnel. These duties include:

- Prepares script breakdown and preliminary shooting schedule.
- Prepares or coordinates the budget.
- Oversees preliminary search & survey of locations and the completion of business arrangements for same.
- Assists in the preparation of the production to insure continuing efficiency.
- Supervises the completion of production report for each day's work showing work covered and the status of the production, and arranges for the distribution of that report in line with the company's requirements.
- Coordinates arrangements for transportation and housing of cast, crew and staff.
- Oversees the securing of releases and negotiation for all locations & personnel.
- Maintains a liaison with local authorities regarding locations and the operation of the company.

D. First Assistant Director: A person who specifically organizes the pre-production preparation, including organizing the crew, securing equipment, breaking down the script (or story board), preparing strip-board and a shooting schedule. During production he assists the Director with respect to the on-set production details, coordinates and supervises crew

& cast activities, facilitates and organizes flow of production activity. Among his duties are the following:

- Preparation of breakdown and strip-board.
- Preparation of shooting schedule, keeping it within time limitations imposed by budget, cast availability and the requirement of complete coverage of the script.
- Overseeing the searches, surveys and management of locations, assuring the specific requirements of those locations as they might affect the production.
- Checking weather reports.
- Preparing day-out-of-day schedules for talent employment and determining cast & crew calls.
- Supervises the preparation of the call sheet for cast and crew.
- Directs background action and supervises crowd control.
- Secures minor cast contracts, extra releases, and, on occasion, obtains execution of contracts by talent.
- Supervises the functioning of the shooting set and crew.

E. Second Assistant Director: Assists the First Assistant Director in conducting the business of the set, or the location site. Among his duties are the following:

- Prepares the Call Sheet.
- Prepares the Daily Production Report.
- Distributes scripts and script-changes to cast & crew.
- Gives calls to cast & crew.
- Communicates advance scheduling to cast & crew.
- Aids in the scouting, surveying and managing of locations.
- Facilitates transportation of equipment & personnel.
- Secures execution of minor contracts, extra releases, and on occasion, secures execution of contracts by talent.
- Functions as Supervisor during Studio & Location wrap.
- Schedules food, lodging and other facilities.
- Maintains liaison between Unit Production Manager or Production Office and the First Assistant Director.
- Assists in the direction of background action and in the supervision of crowd control.
- Supervises & directs the work of a Trainee.

F. Technical Coordinator: A person who assists the Director on a multi-camera television motion picture film production photographed continuously before a live audience, or as though a live audience were present, in planning the placement & movement of each such drama, with the responsibility for coordinating the execution of such placement & movement of each such camera.

G. Trainee (New York Area): Works, according to the rotation system, under the supervision of a Second Assistant Director on sets & locations.