



Spotlight on film and television

There are many career paths within the film and television industry that complement your education, background, and interests. To make connections between your major and future career options, this spotlight includes a list of common job titles, professional organizations for networking, and websites that list employment and internship opportunities. This list was created to expand your understanding of the industry and help you research careers.

Typical Job Titles for Film and Television

CREATIVE

Casting Director Finds and secures talent.

Director Interprets the script into a film, oversees cinematography, coaches actors, coordinates staff on set.

Screenwriter Writes (or adapts) screenplays.

PRE-PRODUCTION

Assistant Maintains administrative needs for team, reads scripts, and provides coverage.

Creative Executive Works with writers whose scripts are in development. Creates relationships with agents and scouts for talented new writers and directors.

Director of Development/Vice President (VP) Oversees development of specific scripts.

Head of Production Finds and develops scripts and supervises pre-production, production, post-production, and distribution of final product.

Story Editor Develops scripts with writers.

PRODUCTION (TECHNICAL)

Best Boy Orders supplies, cares for equipment, and supervises pre-rigging. Lead assistant to gaffer.

Boom Operator Positions microphones on and around performers.

Camera Operator Operates the camera based on specifications given by the Director of Photography. Frames and focuses shots, adjusts filters and equipment according to lights and environment.

Cinematographer Oversees operation of camera and determines camera placement and lighting.

First Assistant Camera (First AC/Puller) Assists camera operator and maintains equipment. Pulls focus during shots.

Gaffer Oversees all lighting equipment. Lead electrician, reports to DP.

Key Grip Supervises the grip crew and receives orders from the gaffer or the head lighting technician. Grips handle physical production for camera and electric department.

Lighting Director Uses script or brief to design the specific look required for each shot. Uses advanced technical skills to realize design and, with the help of the rest of the lighting department, set up and operate specialized lights and accessories.

Production Sound Mixer Heads the sound department and tracks and mixes all sounds that happen during production.

Second Assistant Camera (Second AC/Loader) Monitors usage of film and operates clapboard at the start of a shot. Liaises with production manager and manages administrative needs of camera department.

PRODUCTION (ART AND DESIGN)

Art Director: Project manages the art department, helps facilitate Production Designer's vision for locations and sets. Oversees budget and members of the department.

Construction Oversees construction of all sets. Orders materials, schedules the work, and supervises crew of carpenters, painters, and labor workers.

Costumer Handles the costumes worn by actors.

Costume Designer Heads costume department and designs the wardrobe for film.

Costume Supervisor Prepares costumes for use and accuracy to the original designs.

Hair and Makeup Artist Responsible for hair and makeup of actors on set.

Illustrator Enhances writing by providing a visual representation that corresponds to the content of the associated text.

Location Manager Works directly with production company or advertising agency to make decisions and manage logistics of location selected by location scout.

Location Scout Follows script breakdown; identifies and acquires necessary locations needed for the shoot.

Production Designer Collaborates with director to design sets and supervises various departments to build them. Responsible for overall visual style of the film.

Props Builder Builds props that are used for a film. Often technicians skilled in construction, plastics casting, machining, and electronics.

Props Master Acquires or manufactures any props needed for a production.

Set Designer Collaborates with director and production team to create an environment for the production. Creates scale models of scenery, renderings, paint elevations, and drawings for distribution to other production staff.

Set Dresser Physically decorates a set, placing elements such as curtains, paintings, etc.

PRODUCTION (MANAGEMENT AND ADMINISTRATION)

Accounting Manages finances and bookkeeping for production.

Executive Producer In charge of financing, and all business and legal responsibilities.

Field Producer Coordinates story when crew is in the field. Oversees production of story, collaborating with reporter and photographer to collect information for interviews and video. Serves as liaison between crew and newsroom.

First Assistant Director (1st AD) Runs the set, manages the daily shooting schedule and notifies crew when its time to wrap shots.

Floor Manager The link between the director and people on the floor (presenters, talent, other staff and the audience). Stays in constant contact with the control room, passing information and cues to the talent and relaying information back to the director.

Line Producer Handles all logistics for production, including budget. All production departments report to the line producer.

Producer Creative force behind a project. Projects often require more than one producer to oversee different areas of production.

Production Assistant Runs errands as needed. Handles tasks and duties based on the assigned department.

Production Coordinator Runs the production office and handles all paperwork and filing.

Script Coordinator Serves as liaison between writers and producers and distributes scripts to production. Manages clearance issues on behalf of production.

Script Supervisor Works with Camera Department to ensure that production has continuous verbal and visual integrity. Monitors which parts have been filmed, how the filmed scenes deviated from the script and makes continuity notes.

Second Assistant Director: (2nd AD) Creates call sheets and manages advance scheduling.

Showrunner/Series Producer Responsible for the day-to-day operation of a television series.

Statistics Person: Gathers statistics and information to be used on news shows.

Unit Production Manager (UPM) Monitors all administrative, technical, and financial issues related to the production process. Determines budget and length of the shoot. Hires and assembles crews.

POST PRODUCTION

Assistant Editor Loads, digitizes and organizes shots on the computer. Prepares shots for picture editing and assists with picture editing if needed.

Colorist Reviews film after editing to ensure that color is consistent. Color corrects and tweaks according to intended feeling and tone.

Foley Artist Simulates sounds and synchronizes them with the on screen image.

Offline Editor Prepares preliminary editing and compiles edits in low-resolution for the online editor.

Online Editor Completes the final editing and preparation for distribution.

Picture Editor/Editor Weaves story by connecting physical shots to construct the final film.

Music Supervisor Works with production teams and composers (orchestrators, engineers, copyists, musician's contractors, etc). Suggests and researches ideas for music, and researches and obtains rights to source music for films. Recruits and contracts musicians, books recording studios and attends sessions, ensuring that delivery requirements are fulfilled.

Post-Production Sound Mixer Ensures that sound is consistent and clear throughout the film. Fixes levels and perfects sound.

Technical Director Provides technical direction on business decisions and in the execution of specific projects

Video Engineer Responsible for the video portion of all television broadcasts

TALENT AND LITERARY MANAGEMENT

Agent Handles the careers of clients by negotiating salaries and obtaining work (literary = writers; talent = actors).

Assistant Reads scripts and logs submissions while providing script coverage. Answers and places calls for manager. Listens in on calls and carries out next steps.

Mailroom Clerk Sorts and distributes all agency mail and faxes, and runs errands.

Professional Organizations and Useful Websites for Film and Television

Action, Cut, Print: www.actioncutprint.com

Alliance of Motion Pictures and Television Producers (AMPTP): www.amptp.org

American Cinema Editors, Inc.: www.americancinemaeditors.com

American Society of Cinematographers: www.theasc.org

Art Directors Guild & Scenic, Title and Graphic Artists: www.artdirectors.org

Association of Independant Commerical Producers (AICP): www.aicp.com

Casting Society of America: www.castingsociety.com

The Directors Guild of America: www.dga.org

Filmmakers Alliance (FA): www.filmmakersalliance.org

- Independent Film and Television Alliance:** www.ifta-online.org
 - International Documentary Association:** www.documentary.org
 - Location Managers Guild of America:** www.locationmanagers.org
 - Mastering Film:** www.masteringfilm.com
 - Motion Picture Editors Guild:** www.editorsguild.com
 - Music Video Production Association (MVPA):** www.mvpa.com
 - Society for Cinema & Media Studies:** www.cmstudies.org
 - Society of Operating Cameramen:** www.soc.org
 - The Writers Guild of America:** www.wga.org
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Job and Internship Websites for Film and Television

One of the most important techniques to learn in the entertainment industry is "networking." People are more likely to hire someone they know or someone that was recommended to them. Looking for a job doesn't just mean searching on websites--ask your family, friends, co-workers, and colleagues if they know of any opportunities. For tips and more information please refer to our guide "Creating Relationships and Networking in the Arts."

- 24Seven Inc:** www.24seveninc.com
- Animation World Network:** www.awn.com
- The Backlist:** www.thebacklist.net
- Cast Pages:** www.castpages.com
- Craig's List:** www.craigslist.org
- Creative Hotlist:** www.creativehotlist.com
- Current Public Media:** www.current.org/jobs/resources.shtml
- Entertainment Careers:** www.entertainmentcareers.net
- Mandy:** www.mandy.com
- Media Bistro:** www.mediabistro.com
- Media Line:** www.medialine.com
- Motionographer:** www.motionographer.com
- New York Foundation for the Arts:** www.nyfa.org
- NYU Career Net:** www.nyu.edu/careerdevelopment/

Production Weekly/Production Alert: Weekly releases compiling information on productions entering development and pre-production around the country, including contact information for field offices. *Subscription services for this resource can be found in the Tisch Office of Career Development*

Reality Staffing: www.realitystaff.com

Show Biz Jobs: www.showbizjobs.com

Tisch Office of Career Development College Central Network (Available to Tisch students and alumni): www.collegecentral.com/tisch

Wet Feet: www.wetfeet.com

Festivals and Contests for Film and Television

Austin Film Festival: www.austinfilmfestival.com

Boston International Film Festival: www.bifilmfestival.com

First Run Film Festival: www.firstrunfestival.com

Fusion Film Festival: www.fusionfilmfestival.com

GenArt Film Festival: www.genart.org

Hamptons International Film Festival: www.hamptonsfilmfest.org

Havana Film Festival in New York: www.hffny.com

Ivy Film Festival: www.ivyfilmfestival.com

London Independent Film Festival: www.londonindependent.org

Los Angeles New Wave Film Festival: www.lanewwave.com/LAIFILMFEST/Home.html

Nantucket Film Festival: www.nantucketfilmfestival.org

New York Film Festival: www.filminc.com/pages/new-york-film-festival

New York International Independent Film and Video Festival: www.nyfilmvideo.com

New York LGBT Film Festival: www.newfest.org

Slamdance Film Festival: www.slamdance.com

Sundance Film Festival: www.sundance.org/festival/

Tribeca Film Festival: www.tribecafilm.com

Williamstown Film Festival: www.williamstownfilmfest.com

Woodstock Film Festival: www.woodstockfilmfestival.com