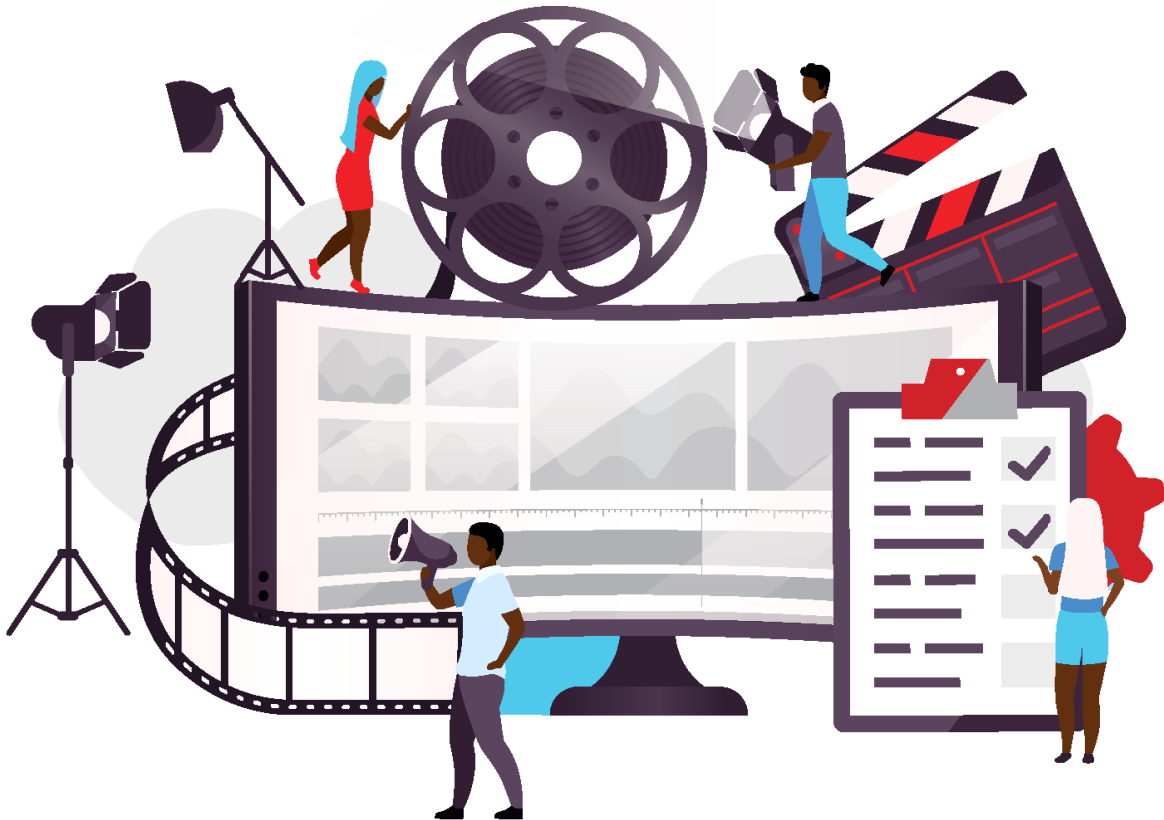




DEPARTMENT: Development

The Development Department comes up with ideas for productions, does research, develops the concept and finds the talent and locations. They do all the work before the production starts. Roles include researchers, writers, artists and more.



1 Casting assistant (E)

Casting assistants help with finding actors and talent, if you are well connected, this could be you.

2 Producer

Producers are the overall decision makers, overseeing the financial, practical and creative elements of a production.

3 Researcher

As a researcher you researches and fact-check the information in fiction and nonfiction productions to make sure it is accurate.

4 Storyboard artist (E)

As a storyboard artist, you Storyboard artists help create a visual representation of the story, if you are good at drawing and storytelling, this could be you.

5 Development producer

As a development producer, your role is to find ideas, stories and scripts and get them into good enough shape to be commissioned.

6 Writer

Are you an author? In film and TV writers develop screenplays for film or TV drama.

7 Executive producer

The exec oversees the journey of the production from idea to screen.

8 Casting director

Casting directors find and match actors to roles.

9 Concept artist

Concept artists come up with ideas for the look of an animation film and draw the very first sketches.

DEPARTMENT: Production

The Production Department manages all the jobs and logistics of making production.



1 Locations assistant (E)

As locations assistant you help with the day-to-day running of the production site, from litter picking, to cordoning off areas and setting up tents.

2 Cashier (E)

Cashiers help keep accurate records of how the money on a film or TV drama is spent. You might be working on site with extras and contractors on this role, keeping a good eye on the petty cash.

3 Production coordinator

Production coordinators do all the admin that is crucial to the smooth working of a production, from beginning to end.

4 Locations manager

Location managers to find locations to shoot and make sure they are accessible, safe and not too expensive to hire.

5 Runner (E)

Runners keep production running as smoothly as possible by assisting the work of the entire department, you'll need to be quick thinking and quick on your feet!

6 Director

Directors hold the creative vision of a production. They share the vision and get everyone working towards it.

7 Production executive

Production executives take care of business; they make sure the production company makes a profit.

8 Script supervisor

Film and TV productions are shot according to the practicalities of location and availability of cast rather than the unfolding of the story. It's the job of the script supervisor to check that the content lines up.

9 Logger (E)

Loggers watch all the raw footage and create a detailed document describing what footage is on which tape. They 'log' the timecodes as they go. You need a good sense of narrative and quick typing skills for this job.

10 Line producer

Line producers are at the heart of a production, hiring the crew, allocating the money and making sure the filming is done safely, creatively, on budget and on time.

11 Production executive

Production executives take care of business; they make sure the production company makes a profit.

(E)= Entry Level



DEPARTMENT: Craft / Art

There are a lot of creative roles within production, these range from Hair and Makeup to Set Design, Props, Music and Digital Art.

1 Art director

Art directors are responsible for creating the visual style of an animation.

2 Costume designer

Costume designers design, create or hire costumes to bring the creative vision of the director to life.

3 Production designer

Production designers create the visual world in which a film or TV drama is set.

4 Animator

Animators breathe life into the objects created by 2D and 3D artists and breathe and make them move.

5 Art department assistant (E)

As an art department assistant you help to work on set, making minor adjustments, taking measurements and helping to make sure everything runs smoothly. You'll need to be reliable, quick to learn and flexible.

6 Carpenter/Painter/Plasterer (E)

All these skills are required to build sets! If you are handy and know how to build safe structures, there's a role for you in the TV and film industry!

7 Character designer

Working from a script, character designers create multiple designs for a single character. They work with the director to visualise and create the look of individual characters.

8 Costume supervisor

Costume supervisors keep the costume department organised, they supervise continuity of outfits, the cleaning, maintenance and any repairs or adjustments.

9 Costume assistant (E)

From ironing to adjusting clothes and helping to oversee wardrobes, the costume assistant helps to make sure everyone is dressed for the shoot. If you know how to use thread and needle, and how to think on your feet, this may be the role for you.

10 Art runner (E)

In this role, you'll get to know and help out with all the jobs in the art department, doing odd jobs within the department and between the art and other departments and suppliers. If you're creative, sociable, a good communicator and able to multitask, this job will definitely keep you on your toes.

11 Construction manager

Construction managers look after the building of studios and sets.

12 Set decorator

Set decorators create the background of the action, designing sets and buying or hiring the necessary items and props.

13 Post-production runner

As a post-production runner you do admin, keep the edit suites tidy, make tea and work on reception, answering the phone and making clients and guests feel welcome. Your transferable skills from retail or service industries will come in handy with this role.

14 Musical artist

Musical artists help to record and produce the soundtracks to films and shows, in line with the composer's creative vision.

15 Composer

Composers write original music for screen productions. They write music to reflect and communicate the atmosphere, emotions, and story.

16 Hair and makeup assistant (E)

If you love hair and make-up this entrance level role may be for you. You'll help to make sure the actors and extras look ready, you'll touch up make-up or maintain hair on set, and look after the equipment.

17 Model maker (E)

The model maker creates characters, objects, plants and animals on a computer in 3D. You'll need knowledge of 3D modelling programmes, a good imagination and the ability to work with a creative brief.

18 Hair and make-up artist

Hair and make-up artists work as MAUs on set, making sure everyone looks the part. On larger production this role may be split in to two; make-up artists and hair stylists. Did you know - not many MUAs know how to look after Afro hair, if you have this skill the industry needs you.

19 Hair and make-up designer

The hair and make-up designer uses hair and make-up to create a look and bring a role to life. They note down hair and make-up requirements at each point and lead the hair and make-up team.

20 Prop master

A prop is any moveable item that can be seen on a film. Prop masters make, store and transport the props as well as prepare the props for each shoot.

21 Production buyer

Production buyers shop for the props. They work closely with set decorators to source anything that's needed for the action and look of a set.

(E)= Entry Level



DEPARTMENT: Behind the scenes / Other

There's plenty of roles in the Film and TV Industries that are not specific to production. Jobs and roles exist for people with a background in finance, admin, catering, languages, journalism and more...

1 Marketing assistant (E)

Marketing assistants help deliver a campaign to market a film or TV drama, including posters, newsletters, content on social media as well as trailers.

2 Sales agent

Sales agents act on behalf of the producer to sell the rights to an independent film or TV drama to distributors, who then release films on different platforms.

3 Human Resources

The role of HR in the TV and Film industries is to ensure all employees and subcontractors are fully aware of their rights and can work in a safe and fair environment.

4 Accountant/ Finance

Production accountants calculate finances, work out the cost of a production, make sure the production is delivered on time and on budget and control the cash flow and spend.

5 Subtitled/Translator

Subtitlers translate all or parts of the dialogue, and sound of a film into written captions, either in the language in which the film is made or in a foreign language.

6 Publicist/ Communications officer

Publicists are responsible for getting media coverage before the release of films and create press packs

7 Personal assistant (E)

As a personal assistant you provide support directly to senior staff, working with heads of departments, like producers, executives, or anyone else whose job requires considerable administration

8 Admin assistant

Screen production involves a lot of paperwork, there are roles for administrative staff in production companies and on productions.

9 Secretary

Production secretaries organise the production contacts list, make and take calls, monitor stock, process paperwork such as contracts, release forms and invoices, book meeting rooms, take minutes and arrange travel, shipments and storage.

10 Admin assistant

Screen production involves a lot of paperwork, there are roles for administrative staff in production companies and on productions.

11 Film programmer

Programmers curate films to be shown in festivals, cinemas and on TV.

12 Journalist

Journalists investigate and prepare the stories he or she will report, which can include covering events, researching and interviewing people.

13 Expert Voice/ Contributor (E)

As an 'expert voice' or contributor you give your input and opinion on, for example, the news or radio shows. You can be an expert on a range of subjects, from medicine to music – it just means you have a strong interest and are informed. This role is not always paid, but contributor fees up to £40 can be available.

14 Marketing manager

Marketing managers help to identify the audience for a film or TV drama and create a campaign to catch their interest.

15 Lawyer

Entertainment lawyers represent and protect the interests of creatives, companies and others in the film and TV industries.

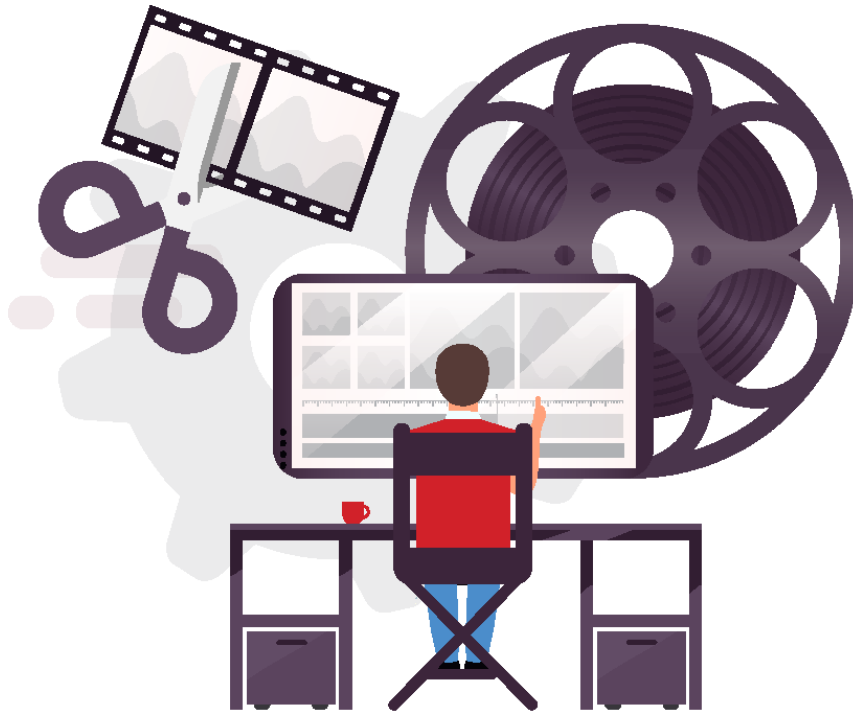
16 Catering

Film sets often require caterers on location who can work flexible hours and cater to different dietary requirements.

(E)= Entry Level

DEPARTMENT: Post-production

The production doesn't stop when the shooting stops, the Post-production team edits and puts the finishing touches, such as music, colouring and editing.



1 Post-production runner (E)

As a post-production runner you do admin, keep the edit suites tidy, make tea and work on reception, answering the phone and making clients and guests feel welcome. Your transferable skills from retail or service industries will come in handy with this role.

2 Edit assistant (E)

Edit assistants keep a log of all materials coming into the editorial department, including storyboard panels, scenes, dialogue, and sound. Sometimes they are asked to cut rough assemblies for the editor. If you can use editing software and have good organisational skills, this role will suite you.

3 Post-production supervisor

Post-production supervisors help a producer achieve the vision in the edit process without going over budget. They hire and supervise the post-production team.

4 Colourist

In post-production, colourists stylise the colour of shots in line with the vision of the director and director of photography. They balance colour saturation and luminance so no one shot stands out in the sequence.

5 Marketing assistant

Marketing assistants help deliver a campaign to market a film or TV drama, including posters, newsletters, content on social media as well as trailers.

6 Deliverables producer

When a film or TV drama is made, it has to be made in a variety of different formats. The deliverables producer oversees encoding of video and audio into file-based formats, making sure that the assets are tested and delivered.

7 Bookings coordinator

Bookings coordinators allocate, organise and monitor the flow of the technical and creative people involved in post-production.

8 Music editor

Music editors work closely with composers, musical artists and directors to intensify the emotional impact of a film through a suitable soundtrack.

9 Supervising sound editor

The supervising sound editor is responsible for the sound budget and for organising the workflow of the team that looks after each part of the sound, from sound editing and pre-mix to final mix.

10 Editor

The editor puts together the scenes of a production. Films tend not to be shot in chronological order. The editor's job is to take scenes in non-story order and edit them bit-by-bit into a whole.

DEPARTMENT: Technical

During production there is a lot of kit, such as cameras and sound, to look after and operate. The Technical Department operates and looks after equipment.

1 Camera assistant (E)
Camera assistants help the other members of the camera department with the photography and filming of a production in any way necessary. If you have a good eye and a technical knowledge of cameras, this job may be a good fit for you.

2 Grip assistant (E)
Grip assistants are on set throughout the day, they help look after the equipment, set it up and put it away at the end of the day. They learn on the job learn how the gear is used and how to operate it. If you are reliable, like learning on the job and operating equipment, this role may suit you.

3 Camera operator
During shoots, camera operators operate the cameras and capture the action.

4 Jib operator
Jib operators are camera operators who can operate a jib; a special kind of crane at the end of which a camera is attached.

5 Script supervisor
Script supervisors ensure that shows run to schedule. They oversee the durations of all the segments and elements.

6 Sound mixer
Sound mixers are responsible for all the sound recorded during filming, such as dialogue, sound effects and atmospheric sound.

7 Lighting assistant (E)
Lighting assistants are work horses; they move equipment, help unload the gear and set up for filming. If you don't mind running errands, you're an early riser and a good team player, this is the job for you.

8 Director of Photography
Directors of photography (DoPs) are responsible for the photographic heart of a production.

9 Effects technical director
FX TDs create effects like explosions, billowing smoke and rushing water for the VFX artists to use. They write the computer language scripts that generate the effects and make sure the effects look consistent and convincing.

10 Lighting director
Lighting directors use a variety of lighting and effects to focus attention on the action and enhance or reduce colour, sharpness, softness and form.

11 Gaffer
Gaffers work closely with the director of photography (DoP) to understand the desired light effects and figure out how to achieve them. They put together the list of needed kit and mediate between the DoP and the rest of the lighting crew during shoots.

13 Spark
Sparks look after all the electrical equipment needed on a production. They help plan, set up, operate and maintain electrical equipment.

12 Sound assistant (E)
Sound assistants help to make sure the whole sound recording process runs smoothly and safely. They unload and set up sound equipment and PA systems. They de-rig and reload at the end of the day. They lay carpet to stop unwanted noise being picked up from the floor and help to make sure sources of background noise are eliminated. If you have an interest in sound equipment, and you are meticulous with a keen ear, this is the role for you.

14 Digital imaging technician
Digital imaging technicians (DITs) are digital camera experts who work closely with the DoP to achieve the right look for a production. They also look after digital recordings and back up digital data.

15 Sound supervisor
Sound supervisors are in charge of all the sound mixing on a live or recorded production, they manage the sound team, plan the placement of mics so that they don't spoil the shot, monitor the recordings, and make real-time adjustments to the sound levels and equalization.

(E)= Entry Level