



JOIN THE **ACTION** IN OKLAHOMA: FILM DEFINITIONS



OKLAHOMA
Film + Music

1st Assistant Director (A.D.): Carries out the director's instructions and runs the set overseeing all department heads and ensuring the efficiency of the entire cast and crew. The 1st A.D. is responsible for preparing the production schedule and script breakdown, making sure shooting stays on schedule and on budget. The 1st A.D. also serves as a liaison between the director and the rest of the cast and crew.

2nd Assistant Director (A.D.): Works under the 1st A.D. and is responsible for distributing information and cast notifications, keeping track of hours worked by cast and crew, management of extras, signing actors in and out, preparing call sheets and is in charge of the production assistants.

Above-The-Line (ATL): Refers to the production's cast and crew considered to be the creative principal staff, including top-tier cast/actors (*SAG Schedule F/Run of Show*), director(s), producer(s) and writer(s). The opposite term is below-the-line.

Actor/Actress: Plays the character roles in the film.

Animal Wrangler: Trains the animal(s) to perform certain acts or entices the animal to perform by offering morsels of food.

Animator: An artist who creates multiple images, known as frames, which give an illusion of movement called animation when displayed in rapid sequence. Animators can work in a variety of fields, including film, television and video games.

Archivist: A film archivist makes sure that films are preserved for future generations to enjoy.

Art Director: Reports to the production designer and directly supervises the art department as they design sets and create graphic art for the production design of the film. Works closely with the construction coordinator to oversee set construction.

Assistant Food Stylist: Assists the lead food stylist in the preparations and arrangements of the food.

Assistants: Supports all aspects of film or TV production.

B-Roll: The term used to describe supplemental or alternate footage intercut with the main shot or storyline. Often times, this footage involves showing scenery or action related to the main storyline to establish a setting or scene. Mostly filmed without audio recording.

Below-The-Line (BTL): Refers to the production's cast and crew who are not considered creative principals. Budget-wise it can also include the costs of material, music rights, publicity, and the majority of the working crew and department heads. The opposite term is above-the-line.

Best Boy: Chief technical assistant to either the gaffer or key grip. Responsible for the daily running of the lighting or grip department, including the daily scheduling of crew and equipment within that department. Also responsible for the routing and coiling of power cables necessary to run the lights for a specific shot.



Boom: An extendable and adjustable arm where a microphone can be mounted to record the dialogue and sound for a film. A boom operator is the individual who holds this equipment to record the audio of the film's scene.

Buyer: Responsible for purchasing or renting props, furniture, costumes and other items on behalf of the art department.

Call Sheet: The daily schedule distributed by a production to let every department know what time they are supposed to arrive and where they will report. Also includes a list of what daily scenes are being filmed and all associated details (who/what/when/where) and requirements for those scenes.

Camera Operator: Operates the camera under instruction from the director of photography.

Captains/Gang Boss: Transportation coordinator, or gang boss, organizes and provides a variety of vehicles and transportation for all crew, equipment and actors to and from the filming locations.

Captioning Services: The process of converting the audio content of a television broadcast, webcast, film, video, CD-ROM, DVD, live event or other productions into text and displaying the text on a screen, monitor or other visual display system.

Casting Director: Organize and facilitate the casting of actors for all roles in a film or television show.

CD/DVD Mastering: A form of audio post production, is the process of preparing and transferring recorded audio from a source containing the final mix to a data storage device (the master), the source from which all copies will be produced (via methods such as pressing, duplication or replication).

Choreographer: A person who creates dance compositions and plans and arranges dance movements and patterns for dances.

Composer: The musician who creates a movie's musical score.

Construction Coordinator/Manager: This person supervises and manages the physical construction of sets and reports to the art director and production designer.

Craft Services: Provides on-set snacks and drinks for cast and crew. This position is not the same as the caterer as craft services is generally provided 24/7 throughout the film's daily shooting schedule whereas the caterer would be tasked with primed meals, including breakfast, lunch and dinner.

Director: The person in charge of the overall cinematic vision of the film and the performance of the actors. Responsible for the complete artistic control of a film and for translating/interpreting a script for screen presentation.



Director of Photography (D.P.): In charge of the camera department and responsible for the overall look of the film from a cinematography perspective. Sets composition for each shot, including the camera placement, movement and lighting. Also responsible for the selection of the camera, film stock, lenses, lighting and color scheme.

Dispatcher: A person who is responsible for sending out people or vehicles to where they are needed.

Distribution: The term used to describe the process of making a movie available for viewing by an independent audience. Films may be exhibited directly to audiences through theatrical release, television broadcasting, or personal home viewing such as streaming services, DVD and video-on-demand. Distribution can be international, national, regional or even local in certain instances.

Diversity Consultant: An individual who ensures a company's culture and business practices, such as the hiring process and overall strategy, are fair and inclusive.

Dolly Grip: Prepares and operates the camera dolly, or a wheeled camera platform that moves on rails.

Editor: Works with the director in editing the film.

Environmentalism: One concerned about environmental quality, especially of the human environment with respect to the control of pollution.

Executive Producer: Usually an investor in the film or someone who has arranged financing or in some cases arranging the film's on-screen talent, director or screenwriter.

Expatriate: Any individual who has previously resided in Oklahoma for at least one year, but does not currently reside in the State of Oklahoma.

Extra: A nonspeaking actor who appears in the background of a scene. These actors are typically found by casting directors or an open call announced by the production company.

Gaffer: Head of the electrical department, responsible for designing and implementing the lighting scheme for a production.

Generator Operator: Someone in the lighting department who maintains the operation of electricity generators that feed power to set locations during production.

Graphic Designer: A professional within the graphic design and graphic arts industry who assembles together images, typography, or motion graphics to create a piece of design.

Greenlight: A production industry term indicative that a film is full-funded and ready to begin production.

Greensman: A specialized set dresser dealing with the artistic arrangement or landscape design of plant material.



Grip(s): Trained lighting and rigging technicians who work with both the electrical and camera departments to put in lighting setups, move set pieces and equipment around and rig camera mounts. Handle lighting equipment needed to diffuse and shape light at the direction of the D.P. The “Key Grip” is head of the department who coordinates all other grips in the crew, and receives direction from the gaffer.

Health Safety Supervisor: Hires and coordinates the necessary COVID-related medical staff and is responsible for COVID-19-related health safety for the production.

Health Safety Manager: Oversees the execution of HSS directives in conjunction with the UPM, 1st AD/Key SM, and other relevant department heads.

Independent Film: Refers to a film or short film not associated with or produced by a major Hollywood film studio.

Intimacy Coordinator: A staff member who ensures the well-being of actors who participate in sex scenes or other intimate scenes in theater, film and television production.

Key Set Production Assistant: In charge of wrangling a team of two or three Set PAs, the entry-level positions on the set.

Line Producer: A line producer’s role may often be coupled with the title production manager/unit production manager depending on the format or budget of the project. Line producers help manage the budget of a film or television production and may also assist in the daily physical aspects of the film production.

Location Manager: Scouts and manages all filming locations. Negotiates contracts with property owners of shooting locations on behalf of the production company. Secures shooting permits and coordinates schedules with local officials including all fire, police and other governmental affairs. Makes sure there is proper parking for cast and crew at the locations, and that locations are left in good condition after filming is completed.

Location Scout: An individual who searches and photographs locations based on the needs of the script during the pre-production phase to determine where the film or television project will be filmed. The scout will prepare photo presentations for the director, producer or production designer, and may become the location manager once shooting begins, or works under him or her.

Mechanic: A person who repairs and maintains machinery.

Music Producer/Supervisor: Works with the composer, mixers and editors to create and integrate the film’s music. Negotiates licensing of the necessary rights for all source music used in a film.

Musician: Involved in creating music for a movie.

Payroll/Clerks: Provide day-to-day administrative support to the Payroll Supervisor, Residuals Payroll and the overall Studio Payroll department.



Picture Car Coordinator: Oversees the modification, movement, usage and repair of vehicles that appear in a film or television show.

Post-Production: The final stage in a film's production *after* principal photography. Involves picture editing, the addition of sound/visual effects, musical scoring, mixing, dubbing, distribution, etc.

Pre-Production: The planning stage in a film's production after the project is finally greenlit, and *before* principal photography or actual shooting commences. Involves script treatment and editing/rewriting, scheduling, set design and construction, casting, budgeting and financial planning, and scouting/selection of locations.

Principal Photography: Refers to the filming of major and significant portions of a film production involving the main/lead actors/actresses; contrast to second-unit photography.

Producer: One or more persons who brings the entire project together and oversees all aspects of production. Duties include all logistical matters of a movie production such as scheduling, financing and budgeting, fund-raising and financing, acquiring, developing and finalizing a script/story, hiring key personnel for cast, crew, and director, arranging distribution of the film to theaters, serving as the liaison between the financiers and the film-makers, while managing the production from start to finish (post-production).

Production Assistant (P.A.): Entry level "gopher" position. This person assists with any odd jobs or errands needed both on and off the set; may be assigned to a specific production department or offer all-around assistance as needed.

Production Coordinator (P.O.C.): Serves under and assists the production manager/unit production manager (U.P.M.). Establishes the production office, books travel and lodging for the cast/crew, maintains all paperwork related to insurance, daily progress reports and other matters, coordinates communication with the set and delivery of props, costumes, etc., wraps out the production office and closes all outstanding accounts at the end of filming.

Production Designer: Works with the Director to achieve the overall look of the film from an artistic design perspective. Supervises set construction, scenery, costumes and any other item that will appear in front of the camera.

Production Manager/Unit Production Manager (U.P.M.): This individual is responsible for organizing the general business, finance and employment issues on a film production, including making business deals with local vendors and hotels, hiring and firing film crew, approving schedules and call sheets, and keeping track of the production's budget.

Property Master: Responsible for purchasing, manufacturing, placing and maintaining any props that the actors may use and/or will be featured on set for the film production.

Production Secretary: Provides administration assistance in the production office to the production coordinator and production manager.



Prop Maker: Builds unique and specialized set props that are too difficult to attain, or too expensive to buy from scratch using various materials that may include Styrofoam, plastics, electronics, metals, woods or glass types of materials.

Recording Engineer: Helps to produce a recording or a live performance, balancing and adjusting sound sources using equalization and audio effects, mixing, reproduction and reinforcement of sound.

Safety/Set Medics: Fully qualified medics who are on standby on set offering medical assistance and/or quick access to nearby emergency facilities to ensure the safety of cast and crew.

Schedule F: Refers to select members of SAG whose salaries are locked in at a certain weekly or cumulative threshold for their work on a particular film or television production.

Score: The musical component of a movie's soundtrack, usually composed specifically for the film by a film composer. The background music in a film. May be orchestral, synthesized, or performed by a small group of musicians.

Scouting: Refers to the vital process in the pre-production stage of filmmaking wherein the search for locations based on a film or television project's script begins.

Screen Actors Guild (SAG): The American labor union representing over 100,000 film and television principal and background actors worldwide.

Screenwriter: The writer of the original or adapted script that the production is filming.

Script Supervisor: Monitors the script during shooting to ensure there are no continuity errors that may negatively affect the film when it is pieced together in post-production; Tracks all the details of each day's shooting, including both the number of scenes shot as well as the number of takes within each scene, what happened in the scene and any changes in the script that may impact future shooting days. Provides detailed reports to the production team and the editors.

Second-Unit Photography: Refers to the less intensive scenes (large crowd scenes, scenery, foreign location backgrounds, various inserts and b-roll, etc.) that are filmed by a smaller, secondary or subordinate crew, usually headed by a second-unit director; contrast to principal photography.

Set Decorator: Works with the production designer on set design and decoration overseeing the dressing of the set, including furnishing the interior and exteriors.

Short Film: Any motion picture not long enough to be considered a feature film. The Academy of Motion Picture Arts and Sciences (Academy Awards) define this as "an original motion picture that has a running time of 40 minutes or less".

Sound Stage: A large, soundproof area/room in a studio used in film production, where elaborate sets may be constructed, to allow filmmakers greater control over climate, lighting, sound, security and spectators. Many industrial spaces with ceiling heights of 25ft-40ft have been converted into temporary sound stages for film productions in Oklahoma.



Special Effects Coordinator: Designs and supervises the various effects needed for filming through the use of mechanical and/or optical illusion techniques.

Stand-In: An individual who stands in place or substitutes for an actor during the lengthy preparation of a scene, but not during filming. This is not to be confused with a stunt double or body double, which can appear on camera during filming.

Storyboard Artist: Translates the script and the director's vision to produce a series of panels of images to plan the shots and ensure continuity between them.

Teachers: A studio teacher or set teacher is a teacher hired by the production company to serve as a child advocate for all minors and to provide schooling to all school-aged minors.

Transportation Coordinator: Head of the transportation department. Obtains and manages all vehicles and drivers needed for filming, including trucks, trailers (make-up, hair, talent, etc.), picture cars, honey wagons and rental cars for cast and crew to move from location to location.

Transportation/Specialty Drivers: Transportation drivers physically drive and operate all provided production vehicles to and from the filming locations. This includes the transport of all crew, equipment and actors safely to and from the film set while staying on schedule.

Unions/Guilds: In the entertainment industry, many unions and guilds have been created to represent their members in negotiations for wages, benefits and working conditions. Typically, they are organized by specific worker types, such as actors, directors, and technical workers. Common unions and guilds include the Screen Actors Guild (SAG), the Directors Guild of America (DGA), the Writers Guild of America (WGA), the Producers Guild of America (PGA), the International Alliance of Theatrical Stage Employees, Movie Picture Technicians, Arts and Allied Crafts of the United States (IATSE) and Teamsters.

Video Assistant Operator: Operates the VTR (Video Tape Recorder) during production.

Videographer: Creates the video that essentially documents the behind-the-scenes making of the movie.

Video-on-Demand (VOD): A method of film distribution allowing users to access video entertainment directly from their televisions without needing a physical media format, such as a bluray, DVD or VHS tape, without the constraints of a typical, static broadcasting schedule.

Vocalist: A singer lending vocals on a movie, score or soundtrack.

Voiceover: Recorded dialogue that comes from off-screen or is unseen in the frame.

Welder: Makes sets, customized props, special effects and auto crashes a reality.

“The Zone”: Typically refers to a 30-mile radius from a production hub/basecamp used by film projects to determine per diem, driving distances and other accommodations that may be needed for cast and crew members. The zone is particularly important on union films, which have strict guidelines on what productions must provide their cast and crew as it relates to the aforementioned considerations.





OKLAHOMA
Film + Music
okfilmmusic.org

P.O. Box 52002
Oklahoma City, OK 73152

(405) 522-9635 In State
(800) 766-3456 Toll-Free

@OKFilmMusic - #OkieFilm - #OkieMusic

