

**MICHIGAN FILM INDUSTRY
JOB COMPETENCIES**

CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
INSTRUCTOR		
	The competencies listed in the right column apply to all instructors who will be teaching classes for any of the following job descriptions.	<ul style="list-style-type: none"> ▪ Must demonstrate the ability to impart knowledge and skills ▪ Must have a minimum of three years experience in the occupation(s) or craft(s) that their specific class syllabus addresses ▪ Must have been employed on a minimum of three feature films in the capacity or craft the class syllabus addresses ▪ Must be licensed in all necessary federal, state, and local organizations or unions
ACCOUNTING		
Controller	Responsible for controlling accounting, taxation and financial analysis for all the production. Controller's help producers prepare original budgets and raise finance, taking into consideration any relevant government tax incentives.	<ul style="list-style-type: none"> ▪ Must have in-depth knowledge of all bookkeeping and accounting methodologies; accounting, budgeting, and film making software ▪ Must be able to think creatively, rationally, and quickly, demonstrating good problem solving skills ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Production Accountant	Responsible for managing finances and maintaining financial records during film production. Works closely with the producer and the production office to prepare schedules, budgets, and analytical statistics	<ul style="list-style-type: none"> ▪ Must have in-depth knowledge of all bookkeeping and accounting methodologies; accounting, budgeting, and film making software ▪ Must be able to think creatively, rationally, and quickly, demonstrating good problem solving skills ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production

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	<p>related to costs, payroll, and all required reports for federal, state, and local governmental units. Responsible for the daily operation of the accounting department and reporting the projects' financial progress against the budgets.</p>	<ul style="list-style-type: none"> ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Payroll Accountant	<p>Responsible for documenting, monitoring, processing, and verifying all aspects of the payroll process.</p>	<ul style="list-style-type: none"> ▪ Must have a working knowledge of accounting software, budgeting methodologies, film making accounting practices, payroll procedures, and all functions related to the day-to-day operations of film accounting ▪ Must prepare accounts, and do all record keeping and other related duties associated with the day-to-day activities of the production ▪ Must have a working knowledge of all accounting and book keeping software utilized in the film industry ▪ Must demonstrate an understanding of all relevant guild, union and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
1st and 2 nd Assistant Accountant Accounting Clerk	<p>Monitors cash flow and see to the day-to-day operation of bookkeeping, payroll and petty cash systems. Key Assistant Accountants' exact role is defined by Production Accountants and to the needs of the production.</p>	<ul style="list-style-type: none"> ▪ Same As Payroll Accountant

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ADMINISTRATIVE OFFICE		
Line Producer	Line Producers supervise the preparation of the film's budget and oversee spending decisions, hire and supervise personnel, and the day-to-day planning and running of the production. Supervises the Unit Production Manager.	<ul style="list-style-type: none"> ▪ Must be able to produce the results desired by the producers and director ▪ Must be highly computer literate and technologically adept at using forms of computation, be hardworking and efficient, and must have excellent communication skills ▪ Must demonstrate logistics management skills relative to a production ▪ Must be able to understand and use all forms and reports utilized in the production ▪ Must be able to negotiate contracts related to the production ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards

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<p>Unit Production Manager</p>	<p>Unit Production Managers run specific production units on behalf of the Producer and Line Producer. Responsible for disbursement of funds, hiring crew, approving schedules and call sheets, producing production reports.</p>	<ul style="list-style-type: none"> ▪ Must be able to produce the results desired by the producers and director ▪ Must be highly computer literate and technologically adept at using forms of computation, be hardworking and efficient, and must have excellent communication skills ▪ Must demonstrate logistics management skills relative to a production ▪ Must be able to understand and use all forms and reports utilized in the production ▪ Must be able to negotiate contracts related to the production ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<p>Production Office Coordinator</p>	<p>As head of the Production Office, responsible to the Line Producer and Production Manager for scheduling and co-coordinating the communication and day-to-day operations of the whole production from pre-production to post-wrap.</p>	<ul style="list-style-type: none"> ▪ Must have a strong background in all areas of movie production ▪ Must be able to produce the results desired by the producers and director ▪ Must be highly computer literate and technologically adept at using forms of computation, be hardworking and efficient, and must have excellent communication skills ▪ Must demonstrate logistics management skills relative to a production ▪ Must be able to understand and use all forms and reports utilized in the production ▪ Must be able to negotiate contracts related to the production ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production

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Assistant Production Office Coordinator	Collects all data, processes forms, inputs data into proper format, assists with the communication of the office, and handles all support functions.	<ul style="list-style-type: none"> ▪ Same As Production Office Coordinator
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
ANIMATION		
<ul style="list-style-type: none"> ▪ Animator ▪ Digital Animator ▪ Modeler ▪ Artist ▪ Illustrator ▪ Story Board 	Responsible for the rapid display of a sequence of images of 2-D or 3-D artwork or model positions in order to create an illusion of movement. The most common method of presenting animation is as a motion picture or video program, although several other forms of presenting animation also exist.	<ul style="list-style-type: none"> ▪ Must demonstrate ability to draw figures, freehand and with computer ▪ Must have in-depth understanding of 2-D and 3-D animation and motion graphic creation ▪ Must demonstrate an ability to design and produce computer character animation ▪ Must demonstrate an ability to sculpt figures, paint digitally, and create a story board ▪ Must have an in-depth knowledge of video digital sound and light ▪ Must have an in-depth understanding of stop motion, animation software, digital compositing, and motion capture ▪ Must have an in-depth knowledge of the use of all forms of camera equipment and techniques of filming
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
ART DEPARTMENT		

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<p>Production Designers</p>	<p>Responsible for creating the total look of a film from the Director's vision. Responsible for the design, construction, and movement of all sets, management of personnel, and budgeting.</p>	<ul style="list-style-type: none"> ▪ Must demonstrate advanced abilities related to drawing, architectural design, rendering, drafting, scale drawings, computer assisted design, color analysis, lighting, camera types and lenses, construction, set design, interior design, set lighting, accounting, human resource management, and accounting software ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<p>Art Director</p>	<p>Manages the Art Department. Facilitates the Production Designer's creative vision. Responsible for the Art Department budget and schedule of work, and help the Production Designer maximize the money allocated to the department. Art Directors are usually requested by the Production Designer and are responsible for the Assistant Art Director and all Art Department personnel including construction personnel.</p>	<ul style="list-style-type: none"> ▪ Must demonstrate advanced abilities related to drawing, architectural design rendering, drafting, scale drawings, computer assisted design, color analysis, lighting, camera types and lenses, construction, set design, interior design, set lighting, accounting, human resource management, and accounting software ▪ Must be able to render, draw, create blue prints, computer aided design and sketches ▪ Must have knowledge of all forms of construction ▪ Must have the ability to create and implement schedules and coordination of personnel ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and

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		<p>certifications from federal, state, and local governments and any other required organizations or unions</p> <ul style="list-style-type: none"> ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Set Designer	Responsible for creating detailed drawings of the sets and implementing their construction. Provides blue prints and detailed directions to construction personnel to utilize during construction. Develops and adheres to a specific budget.	<ul style="list-style-type: none"> ▪ Must demonstrate ability to draw, draft blue prints, utilize computer aided design, and understand the application of all construction techniques ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Draftsperson	Responsible for the accurate drawing and drafting of all sets.	<ul style="list-style-type: none"> ▪ Must demonstrate ability to draw, draft blue prints, utilize computer aided design, and understand the application of all construction techniques ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Graphic Artist	Responsible for designing and creating written media.	<ul style="list-style-type: none"> ▪ Must have excellent calligraphy skills ▪ Must possess the ability to draw and render all graphic content consistent with the production's artistic intent ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and

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		health code enforcements and occupational health standards
Art Department Coordinator	Assists the Art Director in the efficient operation of the Art Department. Main duties are: communicates with other departments, conducts research, sources materials and services, tracks budgets, and creates schedules.	<ul style="list-style-type: none"> ▪ Must have knowledge of all aspects of the Art Department ▪ Must have knowledge and proven ability in material acquisition, purchasing, and leasing ▪ Must have proven ability to understand blueprints, computer aided design renderings, and sketches ▪ Must have knowledge and proven abilities related to bookkeeping methodologies, inventory and supply acquisition, human resource management, and project management ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
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CAMERA		
Director of Photography	Responsible for the composition of the image on the screen which provides a film with its unique visual identity. Uses lighting, color, framing, setting of the camera, camera movement while working closely with the camera crew and all departments.	<ul style="list-style-type: none"> ▪ Must be able to produce the results desired by the Producers and Director ▪ Must have the proven ability in using all forms of camera equipment, lenses, and film or digital media ▪ Must have in-depth knowledge and excellent working understanding of all lighting, art, set construction, interior design, and costume ▪ Must have ability to combine creativity with technical skills ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient

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<ul style="list-style-type: none"> ▪ Camera Operator ▪ First Assistant ▪ Second Assistant 	<p>Responsible for photographing the film: managing the camera during shooting, viewing the scene through the viewfinder and making sure the image is correct, positioning the camera, making basic camera movements, and overseeing the preparation and checking of camera equipment. The First Assistant checks for camera focus and cleans the lens. The Second Assistant is responsible for clapping the beginning and ending of the scene.</p>	<ul style="list-style-type: none"> ▪ Must have the proven ability in using all forms of camera equipment, lenses, and film or digital media ▪ Insure proper focus of lenses ▪ Must have ability to combine creativity with technical skills ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Loader	<p>Ensures and monitors the inventory of film; marks, slates, and keeps notes on the shoot.</p>	<ul style="list-style-type: none"> ▪ Must have knowledge of transporting and moving film safely ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
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CONSTRUCTION		
Construction Coordinator	<p>Coordinates all work in the manufacture and building of sets, including buildings or other structures used as locations. The</p>	<ul style="list-style-type: none"> ▪ Must have in-depth knowledge of all aspects of construction ▪ Must have knowledge and proven ability in equipment and material acquisition, purchasing, and leasing ▪ Must have proven ability to interpret and implement blueprints,

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	<p>Construction Coordinator is responsible for the efficient operation of the Construction Department.</p>	<ul style="list-style-type: none"> computer aided design renderings, and sketches ▪ Must have knowledge and proven abilities related to bookkeeping methodologies, inventory and supply acquisition, human resource management, and project management ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<p>Construction Foreman</p>	<p>Performs all the duties of Construction Coordinator and manages the day-to-day construction crew.</p>	<ul style="list-style-type: none"> ▪ Must have knowledge of all aspects of construction ▪ Must have knowledge and proven ability in equipment and material acquisition, purchasing, and leasing ▪ Must have proven ability to interpret and implement blueprints, computer aided design renderings, and sketches ▪ Must have knowledge and proven abilities related to bookkeeping methodologies, inventory and supply acquisition, human resource management, and project management ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards

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<p>Construction Gang Boss</p>	<p>Supervises the construction crew on specific phases of construction.</p>	<ul style="list-style-type: none"> ▪ Must have knowledge of all aspects of construction ▪ Must have knowledge and proven ability in equipment and material acquisition, purchasing, and leasing ▪ Must have proven ability to interpret and implement blueprints, computer aided design renderings, and sketches ▪ Must have knowledge and proven abilities related to bookkeeping methodologies, inventory and supply acquisition, human resource management, and project management ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<p>Prop Maker</p>	<p>Designs and creates props.</p>	<ul style="list-style-type: none"> ▪ Must have proven ability to interpret design requests for props that need to be constructed and achieve desired result ▪ Must have a thorough knowledge of construction and design ▪ Must have knowledge of different artistic mediums including, plaster, metal, wood, paint, fabric, latex, foam, and fabrics ▪ Must demonstrate the ability to work with a variety of machinery and tools ▪ Must be able to understand basic accounting and budgeting software ▪ Must understand the film production process ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and

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		health code enforcements and occupational health standards
On-Set Carpenter	Responsible for dealing with any changes or improvements to the set or props which may be required during a film shoot. Repairs, refits or reassembles props. Services and repairs off-screen structures on film sets.	<ul style="list-style-type: none"> ▪ Must demonstrate excellent carpentry skills and ability to be creative ▪ Must demonstrate a full knowledge and use of all hand tools and construction equipment ▪ Must be able to interpret and implement complex drawing, computer aided designs, renderings, sketches and verbal instructions ▪ Must exhibit excellent problem solving skills and the ability to work quickly ▪ Must be able to work at extreme heights and conditions exhibiting physical stamina ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Tool Person	Responsible for making sure tools are available for construction workers. Issues tools and maintains records of items returned, locates lost or misplaced tools, maintains inventory of tools.	<ul style="list-style-type: none"> ▪ Must have thorough knowledge of all tools and their proper use ▪ Must be able to repair and maintain all tools and equipment in working order, inventory them appropriately, and in an organized manner ▪ Must be able to understand and apply inventory control methodologies ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards

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<p>Plasterer</p>	<p>Responsible for creating a wide range of key structures and props used in the production. Responsible for running molds, mixing and applying all the necessary materials, casting the items, using and maintaining the correct hand tools, power tools and equipment, and erecting and dismantling all access equipment.</p>	<ul style="list-style-type: none"> ▪ Must have extremely in-depth knowledge and proven ability in plastering methodologies and mold making ▪ Must be able to interpret and implement complex drawing, computer aided designs, renderings, sketches and verbal instructions ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<p>Mason</p>	<p>Responsible for laying building materials, such as brick, structural tile, concrete cinder, glass, gypsum, and terra cotta block (except stone), to construct or repair walls, partitions, arches, sewers, and other structures.</p>	<ul style="list-style-type: none"> ▪ Must demonstrate an extremely in-depth knowledge of working with and creating brick, stone, clay, and adobe structures or edifices ▪ Must be able to interpret and implement complex drawing, computer aided designs, renderings, sketches and verbal instructions ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<p>Welder</p>	<p>Responsible for welding metal components together to construct or repair products using brazing and variety of arc and gas welding equipment.</p>	<ul style="list-style-type: none"> ▪ Must have in-depth knowledge and demonstrate the ability to weld different metals under numerous circumstances to exacting specifications ▪ Must be able to interpret and implement complex drawing, computer aided designs, renderings, sketches and verbal instructions ▪ Must be able to work under extreme pressure and think creatively to solve immediate uses on the set ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions

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Construction Buyer	Responsible for procuring and providing administrative support to the Construction Department and carefully monitor and control the budget to avoid overspending using spreadsheets to produce weekly budgets.	<ul style="list-style-type: none"> ▪ Must have a demonstrable knowledge of purchasing and requisition of supplies related to all aspects of the film set construction ▪ Must understand and be able to utilize software and programs related to accounting, inventory and purchasing, project management, and acquisition ▪ Must have knowledge of all aspects of film production ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Construction Divers	Responsible for the building of all underwater construction.	<ul style="list-style-type: none"> ▪ Must be a certified diver with in-depth knowledge and proven abilities in underwater construction and rigging ▪ Must be physically fit and deemed able to dive and work under water in extreme conditions ▪ Must have full knowledge and ability to apply all safety and regulatory codes relate to underwater construction ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
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COSTUMES		
<p>Costume Designer</p>	<p>Responsible for the design and production of all costumes for the production.</p>	<ul style="list-style-type: none"> ▪ Must be able to draw, design, create patterns and construct (sew) clothing that replicates the production needs for each character ▪ Must demonstrate the ability to break down a script in relationship to all costuming ▪ Must have a demonstrated knowledge of footwear, jewelry, millenary, and period clothing ▪ Must have an in-depth understanding of color and it effects on camera ▪ Must be able to work within specified budgets ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<p>Wardrobe Supervisor</p>	<p>Responsible for the care, maintenance, delivery, transportation, proper dressing of cast, and safekeeping of costumes on all shooting units.</p>	<ul style="list-style-type: none"> ▪ Must demonstrate the ability in-depth knowledge of logistical management, scheduling, and organization ▪ Must have an in-depth knowledge of and demonstrated experience in costuming, sewing, cleaning, ironing, pressing, proper storage of costumes, inventory control methodologies, and purchasing of necessary equipment and supplies to properly care for, store, and maintain all costumes ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production ▪ Must understand all relevant guild, union, and government regulations, and tax incentives

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<ul style="list-style-type: none"> ▪ Key Set Costumer ▪ Set Costumer ▪ Costumer ▪ Stylist ▪ Buyer ▪ Tailor ▪ Cutter ▪ Draper ▪ Seamstress ▪ Ager-Dyer 	<p>Responsible for reviewing the continuity book to determine the number of costume changes, assess the scale of the wardrobe items to be made or purchased, and assure adequate staff. Negotiate terms and conditions with costume companies, contractors and other suppliers. Properly measure and fit costumes; organize and attend fittings. Ensure proper construction of costumes. Manage the transportation of the wardrobe to and from the set or location.</p>	<ul style="list-style-type: none"> ▪ Must be able to maintain and transport costumes in a clean orderly safe manner ▪ Must be able to properly attire cast; track and maintain costumes on the set ▪ Must be able to sew, design and cut patterns ▪ Must be able to maintain continuity of all costumes ▪ Must be able to work under pressure able to take direction ▪ Must be able to demonstrate the ability to procure all necessary properties needed for a production ▪ Ager/Dyers must have all of the above and an in-depth knowledge and experience in identifying fabrics and a thorough application of coloring methodologies ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
CATERING		
CATERING	<p>Responsible for food service activities. Estimates food and beverage costs and requisitions or purchases supplies. Confers with food preparation and other personnel to plan menus and</p>	<ul style="list-style-type: none"> ▪ Must demonstrate an understanding and provide proof of ability in applying all culinary skills ▪ Must be able to show proficiency in management of catering services personnel ▪ Must understand and be able to use software related to inventory methodologies, budgeting and procurement, and catering services

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	related activities. Directs hiring and assignment of personnel. Ensures high food quality. Monitors budget to ensure expenses stay within budget limitations.	<ul style="list-style-type: none"> ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
CRAFT SERVICES		
CRAFT SERVICE	Responsible for maintaining ready access to food and beverages and other items as required by the production.	<ul style="list-style-type: none"> ▪ Must be able to provide buffet-style snacks and drinks ▪ Must be able to show proficiency in management of craft services personnel ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
ELECTRIC		
<ul style="list-style-type: none"> ▪ Gaffer ▪ Chief Lighting Technician 	Responsible for the budget, procurement, safe use, assembly, transportation, and care of all lighting and electrical equipment.	<ul style="list-style-type: none"> ▪ Must have in-depth knowledge of and demonstrative the ability to use, assemble, and care for all lighting and electrical equipment used in a film production ▪ Must be able to interpret and analyze blue prints, computer aided drawings, and complex drawings of lighting plans ▪ Must be able to determine and procure the electrical and lighting needs of a production. Must be able to understand the functions, operate, and connect to electrical power supplies ▪ Must be able to organize and efficiently manage the electrical lighting supply inventory ▪ Must have an in-depth knowledge of and demonstrated experience

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		<p>in counseling the Director of Photography regarding the best lighting for the desired effect</p> <ul style="list-style-type: none"> ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<ul style="list-style-type: none"> ▪ Best Boy Electric ▪ Lighting Tech 	<p>Responsible for coordinating all lighting needs with the production team. Manages the lighting team and assists the Gaffer.</p>	<ul style="list-style-type: none"> ▪ All the above and: ▪ Must be able to take direction and think creatively to solve lighting issues as they arise ▪ Must demonstrate the ability to think quickly ▪ Must be able to manage a highly diverse work force ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<p>Electrician</p>	<p>Responsible to keep electrical cables clear from moving objects, turning equipment on and off, and following the orders of the Gaffer and Best Boy.</p>	<ul style="list-style-type: none"> ▪ Must have basic knowledge of all electrical and lighting equipment and its proper use ▪ Must have proven ability to use, assemble, care for, and store all forms of electrical and lighting equipment ▪ Must be able to properly inventory, store, and secure electric and lighting equipment safely ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and

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		health code enforcements and occupational health standards
<ul style="list-style-type: none"> ▪ Dimmer Board Operator ▪ Laptop Operator (Lighting) 	Responsible for responding to various demands of the production to ensure that the correct lighting effects are achieved. Carry out the Director of Photography's instructions, and interpret ideas according to plans, plots, drawings and cues that are given.	<ul style="list-style-type: none"> ▪ All the above and: ▪ Must have the ability to operate dimmer board and laptop lighting control ▪ Must demonstrate ability to follow directions under extreme pressure ▪ Must demonstrate an in-depth understanding for the dimmer board and laptop operations related to the lighting of a production ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<ul style="list-style-type: none"> ▪ Rigging Gaffer ▪ Best Boy Rigging Electric ▪ Rigging Electric ▪ Pipe Rigger 	Responsible for keeping lighting and electric equipment clean and maintained in good working order. Engaged in setting up lighting equipment and carrying out lighting tests. Reports anything that goes wrong and are very aware of health and safety legislation and procedures.	<ul style="list-style-type: none"> ▪ Must have in-depth knowledge and proven ability to properly transport and set up wiring, cables, connections, power supplies, lighting, and fixtures needed for the lighting of a production prior to shooting ▪ Must be able to interpret complex drawings, written orders, blue prints, computer aided designs, and renderings ▪ Must be able demonstrate the ability to manage a diverse work force ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Generator Operator	Responsible to maintain and operate electricity generators which are taken to and used at	<ul style="list-style-type: none"> ▪ Must have in-depth knowledge of and demonstratable ability related to the operation and repair of all types of generators and pumps related to power supplies used by the production

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	locations where an electricity supply is difficult to obtain, or is insufficient for the requirements of the production. Ensures that the generator is fully operational and that it meets the specifications required for the production.	<ul style="list-style-type: none"> ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
GRIPS		
<ul style="list-style-type: none"> ▪ Key Grip ▪ Best Boy Grip 	Responsible for providing and placing all diffusion, for facilitating or actuating camera movement, and for moving, erecting, and striking scaffolding. As head of the grip crew, the Key Grip supervises the transporting, rigging, placing, operating, moving, lifting, carrying, and striking of all grip equipment and accessories, as well as assisting other departments in handling and moving their equipment. The Best Boy Grip reports to the Key Grip as an assistant.	<ul style="list-style-type: none"> ▪ Must have thorough knowledge of all camera equipment and its proper use ▪ Must have proven ability to use, assemble, care for, and store all forms of cameras and their support structures ▪ Must be able to read complex drawings, instructions, computer aided designs, and other pertinent technical information ▪ Must be able to properly inventory, store, secure and transport equipment safely ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Dolly Grip	Responsible for handling the dollies.	<ul style="list-style-type: none"> ▪ Must have knowledge of all camera equipment and its proper use ▪ Must have ability to use, assemble, care for, and store all forms of cameras and their support structures ▪ Must be able to read drawings, instructions, computer aided designs, and other pertinent technical information ▪ Must be able to properly inventory, store, secure and transport equipment safely ▪ Must be able to identify, assemble, and use all dolly equipment used for production purposes. This includes placing, leveling, and

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		<p>moving the dolly track, as well as pushing the dolly with the camera operator during the shot</p> <ul style="list-style-type: none"> ▪ Must be able to lift and move equipment ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Grip	Responsible to build and maintain all the equipment that supports cameras. Equipment includes tripods, dollies, tracks, jibs, cranes, and static rigs.	<ul style="list-style-type: none"> ▪ Must have knowledge of all camera equipment and its proper use ▪ Must have ability to use, assemble, care for, and store all forms of cameras and their support structures ▪ Must be able to read drawings, instructions, computer aided designs, and other pertinent technical information ▪ Must be able to properly inventory, store, secure and transport equipment safely ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Key Rigging Grip	Responsible to lift, move, and install camera support structures.	<ul style="list-style-type: none"> ▪ Must have knowledge of all camera equipment and its proper use ▪ Must have ability to use, assemble, care for, and store all forms of cameras and their support structures ▪ Must be able to read drawings, instructions, computer aided designs, and other pertinent technical information ▪ Must be able to properly inventory, store, secure and transport equipment safely ▪ Must be able to identify, assemble, transport, and secure all camera support structures ▪ Must demonstrate strong inter-personal skills

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		<ul style="list-style-type: none"> ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Crane Operator	Responsible for setting up and operating all cranes on film productions.	<ul style="list-style-type: none"> ▪ Must have knowledge of all camera equipment and its proper use ▪ Must have ability to use, assemble, care for, and store all forms of cameras and their support structures ▪ Must be able to read drawings, instructions, computer aided designs, and other pertinent technical information ▪ Must be able to properly inventory, store, secure and transport equipment safely ▪ Must demonstrate the ability to assemble, operate, dismantle, store safely, and transport all camera crane equipment ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
GREENS		
<ul style="list-style-type: none"> ▪ Greens Foreman ▪ On-Set Greens ▪ Greens Person ▪ First Greens ▪ Key-Head Greens 	Responsible for procuring, placing, and maintaining vegetation (foliage and other greenery) on film sets. Plans how best to execute the designs and what materials should be used. Researches into the appropriate habitats, plants and foliage for the production. Sources and selects	<ul style="list-style-type: none"> ▪ Must have in depth knowledge of plants, foliage, landscaping techniques, and environmental continuity ▪ Must demonstrate the ability to properly place plants, landscape, and create a natural or artificial environment as required by the production ▪ Must be able to demonstrate knowledge of inventory control methodologies, bookkeeping an accounting practices, and human resource management ▪ Must be able to interpret and implement complex drawing,

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	the necessary plants and materials, transports them to the location or studio, and constructs the designs.	<p>computer aided designs, renderings, sketches and verbal instructions</p> <ul style="list-style-type: none"> ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
HAIR & MAKE-UP		
<ul style="list-style-type: none"> ▪ Key Hair ▪ Assistant Hair 	Responsible to prepare performers' scalp and skin and create hairstyles to suit production requirements. Work with wigs, hair pieces, and hair extensions and may be required to use chemical solutions, and to administer hair and scalp treatments as necessary. Oversee hair continuity during shoots and remove products as required.	<ul style="list-style-type: none"> ▪ Must have an in-depth knowledge of and demonstrated experience in the creation of hair designs, wigs, appliances, hair coloring and cutting in accordance with the requirements of the production ▪ Must be able to successfully communicate the design needs to the hair team ▪ Must demonstrate the ability to negotiate contracts, order supplies, and maintain appropriate records ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<ul style="list-style-type: none"> ▪ Key Make-up ▪ Assistant Make-up 	Responsible to create a look for the characters. Experienced in using a wide variety of professional make-up products. Work with facial hair, and may be required to affix any required small prosthetics. Oversee make-up continuity on performer(s) during the shoot, and remove	<ul style="list-style-type: none"> ▪ Must have an in-depth knowledge of and demonstrated experience in creating make-up designs and apply make-up in accordance with the requirements of the production ▪ Must demonstrate the ability to negotiate contracts, order supplies, and maintain appropriate records ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and

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	products as required.	<ul style="list-style-type: none"> ▪ certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
SFX Make-up Artist	Responsible for the creation and use of wigs, make-up, prosthetics, blood/gore, and other tools to create the desired look on a live performer or a special effects prop.	<ul style="list-style-type: none"> ▪ Must have an in-depth knowledge of and demonstrated experience in creating make-up designs and apply make-up in accordance with the requirements of the production ▪ Must be able to sculpt and mold makeup prosthetics, focusing on how human anatomy relates to sculpture to create the most realistic effects ▪ Must be familiar with blood and gore techniques ▪ Must demonstrate the ability to negotiate contracts, order supplies, and maintain appropriate records ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
LOCATIONS		
<ul style="list-style-type: none"> ▪ Location Manager ▪ Assistant Location Manager ▪ Location Scout 	<p>The Location Manager's responsible to identify and find ideal locations for a film shoot.</p> <p>The role also involves negotiating with each location's owners about a number of issues, such as the cost and terms of the hire, crew and vehicle access, parking, noise reduction, and what official permissions may be required.</p>	<ul style="list-style-type: none"> ▪ Must have strong written and verbal communication skills ▪ Must be proficient at using all forms of communication equipment ▪ Must understand all aspects of leases, rental agreements, property rights, access privilege, power source locations, parking requirements for production vehicles/crew/staff, all transportation requirements, housing availability, mobile structures, refuse contracting, equipment supply locations and rental, catering, law enforcement, security, and emergency services ▪ Must have demonstrable knowledge of all laws, codes, and rules associated with procurement of production locations ▪ Must be able to properly obtain permission from all interested parties for all production activities on a location ▪ Must demonstrate excellent logistical and organizational

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		<p>management skills</p> <ul style="list-style-type: none"> ▪ Must be proficient at photography ▪ Must be able to manage location changes and properly disseminate the information ▪ Must be able to understand and use production accounting software ▪ Must demonstrate and identify production’s locations needs and find the appropriate sites ▪ Demonstrates ability to communicate performance expectations to personnel, provides motivation, and maintains accountability ▪ Must possess knowledge of all aspects of film production. Must understand all relevant guild, union, and government regulations, and tax incentives ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
MEDICS		
<ul style="list-style-type: none"> ▪ Key Medic ▪ Medic 	<p>Responsible to provide first aid and primary healthcare. Experienced in accident and emergency medicine, and provides first aid outside a hospital environment.</p>	<ul style="list-style-type: none"> ▪ Must demonstrate the ability to provide full emergency and non-emergency medical services to the production ▪ Must maintain proper equipment and medications to ensure the ability to handle any form of illness or injury ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards.
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES

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PAINT & SCENIC		
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
<ul style="list-style-type: none"> ▪ Key Scenic ▪ Head Painter ▪ Set Painter ▪ On-Set Painter ▪ Sign Painter ▪ Writer, Sculptor, Wallpaper 	<p>Responsible to paint backdrops, murals and other elements on film sets. Painters apply paint, varnish, wallpaper and other finishes to props, scenery and sets on film productions. Sculptors design and create special features, such as statues or complex props.</p>	<ul style="list-style-type: none"> ▪ Must have an in-depth knowledge of and demonstrated experience in mixing paints, identifying types of paint and their properties, use of color, paint application techniques, graphics, lettering, drawing, sculpting, and wallpapering ▪ Must be able to interpret and implement complex drawing, computer aided designs, renderings, sketches and verbal instructions. Must demonstrate the ability to recreate the designer's vision for the production ▪ Must demonstrate a high degree of artistic ability and creative thinking ▪ Must demonstrate a proficiency in wall papering and application of different forms of wall coverings ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
PROPS		
<ul style="list-style-type: none"> ▪ Prop Master ▪ Assistant Prop Master ▪ Prop Person 	<p>Responsible for all aspects of the Property Department. Oversee, and are responsible for, the procurement or production, inventory, care and maintenance of all props associated with productions ensuring that they are available on time, and within budgetary requirements.</p>	<ul style="list-style-type: none"> ▪ Must be able to demonstrate the ability to identify all necessary props needed in a production, locate or manufacture props, allocate budgets for the purchase of all props, maintain inventory and safe condition of the props, transport and place all props, and the timely delivery of the props to the set ▪ Must be able to think creatively ▪ Must demonstrate knowledge of inventory, acquisition, and accounting software, must be able to manage a diverse workforce ▪ Must have an in-depth understanding of the production process and each department responsibilities ▪ Must demonstrate a knowledge and the ability to instruct actors regarding the care and use of all forms of hand props ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions

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		<ul style="list-style-type: none"> ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Props Buyer	Responsible for the purchase, transport, installation, storage and return of all props for film productions.	<ul style="list-style-type: none"> ▪ Must be able to demonstrate the ability to locate and procure all necessary properties needed for a production ▪ Must be able to think creatively ▪ Must be able to demonstrate the ability to use accounting software ▪ Must excellent negotiation skills ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<ul style="list-style-type: none"> ▪ Prop Weapons ▪ Armorer 	Responsible for the procurement, inventory, care and maintenance, transport, storage and use of all weaponry and firearms on film productions.	<ul style="list-style-type: none"> ▪ Must have an extremely in-depth knowledge of all forms of weapons, their functions, care, and safety ▪ Must demonstrate a high proficiency in coaching and teaching actors regarding the proper use of the weaponry ▪ Must show a high degree of knowledge regarding all laws related to the use of weaponry on a production ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
Picture Cars Coordinator	Responsible for procurement, inventory, care and maintenance of all vehicles used on-screen.	<ul style="list-style-type: none"> ▪ Must demonstrate a high degree of knowledge and the ability to maintain automobiles in excellent working condition and appearance ▪ Must demonstrate the ability to locate and obtain appropriate vehicles for the production

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CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
		<ul style="list-style-type: none"> ▪ Must demonstrate excellent negotiation skills ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
SCRIPT		
Script Supervisor	Maintains an accurate shooting script and records in detail all information related to each take, including length of shot, scene and take number, camera placement, and printable takes, as well as any notations on dialogue, action, props, set dressing, wardrobe, make-up, and hair in order to provide continuity during shooting and to facilitate editing.	<ul style="list-style-type: none"> ▪ Must demonstrate excellent reading and comprehension skills ▪ Must demonstrate the ability to break down a script for purposes of insuring continuity in each scene ▪ Must demonstrate the ability to properly complete all pertinent documents ▪ Must be able to work long hours and maintain a high degree of focus ▪ Must demonstrate the ability to think creatively and quickly under extreme pressure ▪ Must demonstrate the ability to insure all departments on the set are on the correct scene and have all appropriate cues ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
SET DRESSING		
<ul style="list-style-type: none"> ▪ Set Decorator ▪ Lead Person ▪ On-Set Dresser ▪ Set Dresser 	Responsible for furnishing a film set. Ensures that everything needed has been acquired and sets are dressed and ready for filming	<ul style="list-style-type: none"> ▪ Must demonstrate a high degree of artistic ability ▪ Must be able to demonstrate the ability to locate, procure and obtain a large variety of items that would be necessary to dress a set ▪ Must demonstrate excellent negotiation skills

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<ul style="list-style-type: none"> ▪ Draper/Upholster ▪ Swing Gang 	<p>when scheduled. The Set Dresser assists in the safe and efficient pick-up and return of all items and materials used as set décor. Swing gang members are responsible for moving various objects used for set decorations on and off the set.</p>	<ul style="list-style-type: none"> ▪ Must demonstrate a highly skilled ability to decorate under various conditions and circumstances ▪ Must be able to manage a diverse workforce ▪ Must be able to demonstrate a knowledge of and ability to accounting and inventory software ▪ Must be physically able to move heavy objects and furniture ▪ Must demonstrate the ability to work quickly, under extreme and tense conditions ▪ Must show the ability to properly install, remove, and properly store drapery and upholstery on movie set ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
SOUND		
Sound Mixer	Responsible for the coordination of the technical set-up for sound, hire sound staff, and support the Director's vision.	<ul style="list-style-type: none"> ▪ Must be able to demonstrate the ability to operate all forms of sound recording equipment ▪ Must demonstrate an in-depth knowledge of acoustics ▪ Must demonstrate the ability to record, play back, and edit all forms of sound recordings ▪ Must demonstrate the ability to assemble, control, store, and transport safely all sound equipment necessary to perform the duties of a sound mixer ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards

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<p>Boom Operator</p>	<p>Responsible for placing the shotgun microphone in the best position, without impeding camera operation, or hampering an actor's freedom to perform.</p>	<ul style="list-style-type: none"> ▪ Same as Mixer and the following: ▪ Must be able to lift and hold a boom for numerous hours ▪ Must be able to assemble and maintain the boom ▪ Must demonstrate the ability to properly place boom and other types of microphones ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<ul style="list-style-type: none"> ▪ Cable ▪ Utility Sound 	<p>Responsible for the assembly and maintenance of sound recording equipment and the placing of microphones. Responsible for ensuring that cables do not get in the way of moving equipment.</p>	<ul style="list-style-type: none"> ▪ Must demonstrate a knowledge of sound equipment use and its placement ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
<p>CATEGORY/JOB TITLE JOB DESCRIPTION COMPETENCIES</p>		
<p>SPECIAL EFFECTS</p>		

**MICHIGAN FILM INDUSTRY
JOB COMPETENCIES**

<ul style="list-style-type: none"> ▪ Special Effects Coordinator ▪ Special Effects Foreman ▪ Special Effects Tech 	<p>Special Effects Coordinators plan, supervise and execute special effects equipment and devices required for a production. Special Effects Foremen are in charge of the team of technicians producing special effects for a film. Techs install, operate, and maintain special equipment used in production.</p>	<ul style="list-style-type: none"> ▪ Demonstrating knowledge of and proper use of mechanical engineering, hydraulics, robotics or pneumatics, pyrotechnic effects and prosthetic make-up for mechanical on-set effects ▪ Must be able to use machinery and devises to create various weather effects ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
TEACHER		
Studio Teacher	Supervises minor's mandated hours of education. If the minor has not brought homework from their regular school, Teachers provide a workbook or activity they may have brought with them to set.	<ul style="list-style-type: none"> ▪ Must demonstrate the ability to set appropriate boundaries and maintain security for the minor while developing and conducting curriculum which fulfills the educational requirements for the particular student ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
TRANSPORTATION		

**MICHIGAN FILM INDUSTRY
JOB COMPETENCIES**

<p>Transportation Coordinator</p> <ul style="list-style-type: none"> ▪ Transportation Captain ▪ Driver 	<p>Maintains and operates all vehicles, including large trucks and trailers for transporting equipment, tracking vehicles, limousines, and cars used in the production. The Transportation Captain is in charge of all drivers on set, delegating tasks to each driver. Drivers are assigned a specific vehicle to transport cast, crew, and equipment.</p>	<ul style="list-style-type: none"> ▪ Must be able to operate all forms of vehicles ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards
CATEGORY/JOB TITLE	JOB DESCRIPTION	COMPETENCIES
VIDEO		
<p>VTR Digital Playback Video Assist</p>	<p>Responsible for providing a point of reference for and a method of monitoring everything that is shot by the camera crew and recorded by the production sound mixer. Using video playback, reviews shots to ensure that all the required images are captured, and that the equipment is in full working order.</p>	<ul style="list-style-type: none"> ▪ Must demonstrate the ability to set-up, operate, and maintain video and digital playback equipment ▪ Must possess knowledge of all aspects of film production with emphasis on lighting, sound, and cinematography ▪ Must demonstrate strong inter-personal skills ▪ Must be able to work under stressful and extreme conditions ▪ Must demonstrate the ability to be highly organized and efficient ▪ Must be eligible for or have obtained all required licenses and certifications from federal, state, and local governments and any other required organizations or unions ▪ Must have an understanding of all union agreements, safety and health code enforcements and occupational health standards