

AP Council Credits For Scripted Television

Production Manager / Production Supervisor

The Production Manager / Production Supervisor reports directly to the person performing the Produced By, Co-Producer or Line Producer duties and has the primary responsibility for the logistics of the production of the series, from pre-production through the completion of production, which includes all off-set logistics, day-to-day production implementation of locations, facilities, equipment, budget, schedules and personnel.

Duties include:

- Working with the Produced By Producer, Line Producer, Co-Producer and/or Post Supervisor to determine staffing, production schedule and calendar along with all logistics of the production as set forth below.
- Overseeing studio and major shooting from financial point of view with significant cost reporting and adjusting production calendar.
- Filtering budgetary information to the Line Producer and overseeing a production's operating budget, making sure everyone from staff to vendors gets paid.
- Supervising the production office and staff (Production Coordinator, Assistant Production Coordinator and Production Assistants).
- On a daily basis, approving timecards, reviewing production reports, approving call sheets, and hiring and dismissing crew.
- Set up locations including the production office; managing the logistics of shoots including locations, permits, certificates of insurance, lining up equipment and working closely with vendors.
- Works closely with department heads.
- Arranging transportation for cast & staff to/from the location; setting up housing (apartments or hotels) and rental cars along with per diem, if needed.
- Issuing petty cash and being responsible for settling at wrap, including reconciling returned cash and receipts.

Production Coordinator

The Production Coordinator reports to the Production Manager and/or Line Producer and to the Production Supervisor for shows staffed with one.

A production coordinator is responsible for all of the production logistical functions as assigned by other members of the producing team involving any or all aspects of the production and to ensure that members of the production team have what they need to do their job. They are instrumental in the smooth flow of communications between the studio, the producers, the office, set, cast and both the on and off production crew departments.

Based in the production office, the Coordinator serves as a liaison between the production company and film community and has a working general knowledge of the operations of Unions and their contracts (DGA, SAG, IATSE) (when applicable), equipment houses and all varieties of production equipment, shipping companies, custom brokers and travel agents.

Duties include:

- Manage production and production office functions; set up/wrap and ongoing support of workspace infrastructure, support vendors and systems; supervises office expenses (office supplies, crafty, support vendor services); secure all departmental support workspaces; production office, staff hiring & supervision.
- Facilitate up-to-date information sharing; all production document distribution; support the AD department with meeting scheduling and attendance; creation of contact lists and meetingschedules.
- Support the demands of all production departments, including cast; equipment logistics; expendable and supply needs; collaborate with UPM to stay within budgetary constraints; manage indirect production matters; accounting PO's, petty cash, production reports, timecards, vendor payments.
- Production operations compliance; production insurance matters; worker's compensation matters; worker employment eligibility matters; studio, network, union, guild reporting; production document record keeping; adherence to studio and production policies.
- Secure company travel arrangements.

Associate Producer (Production)

The Associate Producer credit is granted solely on the decision of the Executive Producer, and is to be granted sparingly and only for those individuals who are performing one or more functions delegated to him/her by the individual receiving the Executive Producer, Produced By or Co-Producer credit.

The Associate Producer reports directly to the UPM / Line Producer.

Duties include:

- Creative liaison between the department heads and production/writers/EP.
- Additional Research outside the writers room or oversee consultants when needed.
- Liaison with the network with legal, network and producer notes. Works with the writer(s) and oversees vetting and adherence to all note processes (legal opinions, ad sales, creative) including clearance houses (for rights and clearances), legal options for network or studio during all script drafts and cut versions during pre-production and physical shooting.
- Helping to create tentative production schedules and shooting schedules; participating in production meetings, pre-production meetings, and network/producer notes meetings.

Associate Producer / Co-Producer (Post Production)

- 1) The Associate Producer is in charge of running the Post Department. The title goes to a newer post producer who works closely with the Executive Producers and helps maintain the creative vision.
- 2) Co-Producer is a creative/executive position, which is in charge of running the Post Department. The title usually goes to a seasoned post producer who works closely with the Executive Producers and helps maintain the creative vision.

Duties include:

- Creates episodic budgets and cost reports to the EIC at the studio.

- Overseas editors, assistant editors, and post staff (AP/Post Supervisors, Post Coordinators, Post PAs).
- Responsible for post items during shoots, including VFX Supervision, music (pre-record or on set and video playback elements) and stock footage.
- Interfacing directly with studio, network and publicity executive/department on all creative elements.
- Working closely with Line Producer on all things editorial/post.
- Providing notes and/or executing Executive's notes for all cuts including mix, music, VFX.
- Supervising final mix.
- Responsible for final approval on all visual effects.
- Responsible for final color.

Post Production Supervisor

The Post Production Supervisor reports directly to the Associate Producer and is responsible for all post production process under the guidance of the Co-Producer.

Duties include:

- Responsible for all post related activities and personnel hires.
- Works closely with the "Produced By" Producer, Associate Producer, Co-Producer and/or Line Producer to institute post production workflows.
- Revising and managing post schedules.
- Responsible for scheduling online and color sessions, mix session and creating the network deliverables.

Post Coordinator

The Post Coordinator reports directly to the Post Production Supervisor and is responsible for facilitating post production functions as assigned by the Post Supervisor, which can involve interaction with various studio and post production departments concerning any and all aspects of the logistics of post production, such as working with the vendors, helping prepare crew deal memos, scheduling ADR, making travel arrangements, distributing paperwork, maintaining crew lists, etc.

Duties include:

- Supervising Post Production Assistants.
- Responsible for distributing all cuts.
- Responsible for issuing purchase orders, final paperwork by post personnel and preparing final delivery paperwork.
- Helps to acquire stock footage and clearances; assists in running daily operations for post/editorial department.