

## **AP Council Credits For Theatrical Feature Films**

### **Associate Producer**

The Associate Producer credit is granted at the discretion of the individual receiving the Produced By credit. The Associate Producer is tasked with one or more producing functions traditionally performed by another member of the producing team, as defined in the PGA Code of Credits. As this is a supporting role, the title is to be granted sparingly and does not include persons whose primary function is as an assistant.

### **Production Manager / Production Supervisor**

1. The Production Manager reports directly and immediately to the person performing the Line Producer functions and has the primary responsibility for the logistics of the production of the motion picture, from pre-production through the completion of production, which includes all off-set logistics, day-to-day production decisions, locations and personnel.
2. The Production Supervisor reports directly to the Line Producer and Unit Production Manager and works in conjunction with the Production Manager to facilitate the day-to-day functions on set.

Duties include:

- Working with Executive Producer, Line Producer, Assistant Director, Unit Production Manager and/or Post Supervisor to determine staffing, production schedule and calendar.
- Overseeing studio and major shooting from financial point of view. Doing significant cost reporting and adjusting the production calendar.
- If there is a Production Supervisor, they run the set while the PM has advanced to the next location.
- Filtering budgetary information to the Executive Producer, Line Producer, and Post Supervisor during production.
- Overseeing a production's operating budget and making sure everyone from staff to vendors gets paid.
- On a daily basis, approving timecards, reviewing production reports and approving call sheets; hiring and dismissing crew including deciding any incurred meal penalty violations (MPVs), forced calls, re-rates or overtime.
- Works with the location manager to set up locations; managing the logistics of field shoots including permits, locations and lining up equipment.
- Works with department heads; approving and overseeing budgets of every department.
- Arranging transportation for cast & staff to/from the location; setting up housing (apartments or hotels) and rental cars along with per diem, if needed.
- Setting up production office; issuing certificates of insurance.
- Issuing petty cash and being responsible for settling at wrap, which includes reconciling returned cash and receipts.

## **Production Coordinator**

The Production Coordinator reports to the Production Manager and/or Producer performing the Line Producer duties, and to the Production Supervisor for motion pictures 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; supervise 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 meeting schedules.
- Supports the demands of all production departments, including: cast, equipment logistics, expendables and supply needs. Collaborates with UPM to stay within budgetary constraints. Manages indirect production matters; accounting PO's, petty cash, production reports, timecards, and 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.

## **Post Production Supervisor**

The Post Production Supervisor reports directly to the Executive Producer, Co-Producer, Supervising Producer, Line Producer or Producers and is responsible for the supervision and oversight of the entire post-production process.

Duties include:

- Responsible for all post related activities and personnel hires.
- Works closely with the "Produced By" Producer, Executive Producer, Supervising Producer and/or Line Producer to institution postproduction workflows.
- Revising and managing post budgets and schedules.
- Executing notes for all cuts including mix, music, VFX.
- Directing inserts and principal ADR.
- Supervises final mix, final answer prints, final color, and final approval on all visual effects final DI/2K/4K versioning.

- Interfacing directly with studio, network and publicity executive/department on all technical deliverable elements.
- Responsible for final delivery and supervising/approving all technical final 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.