



**'0-60 Seconds iNTELEVISION Commercial Producers'**  
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## STANDARD OPERATING PROCEDURES

### **Guidelines & Job Description – What I need to do after I get some experience?**

These procedures were designed to give the person responsible in this area some indication to what needs to be achieved after a lengthy exposure and work experience. The person(s) selected for this particular position will be allowed time to adjust and train him/herself while working with the producer. Not in-depth experience or qualification is required at this stage. Please come along and share your experience with the rest of us. Thank you.

### **Casting Director**

In some cases, most likely not in low budget films, a casting director, who specializes in finding/recommending the most suitable actor/actress for each role, is hired to aid the producer. However, the producer or the director rather than the casting director makes the final decision.

A skilled casting director should have a lot of information on various actors/actresses on hand, either in memory, in files or stored in a computer. He/she should have dedicated a lot of time in studying actors' abilities, and have a knack for sensing new talent all the time. In addition to that, a casting director should have a vague idea of how much certain actors cost and the time schedule of various actors. Not only that, but he should be very familiar with contacting and dealing with actors' agents.

There are no specified standard or minimum wages which casting actors should be paid; their pay varies according to the casting directors' reputation, the budget of the film, the number of roles the casting director needs to cast and so forth.

A few ways for a producer to find a fitting casting director would be to ask around the film community, to watch films while noting which films are particularly well-cast, or to search for recommendations from various actors' agents. Once a producer has selected a possible casting director, the producer, director and potential casting director will meet and discuss the schedule, budget etc. When the three feel comfortable with the idea of working with each other, the casting will begin.

These Standard Operating Procedures [SOP] were designed only to be a guide and help to you.



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