



**'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.

#### **Co-producer**

It could mean what it implies or it could mean anything. It seems to be between the credit of Line Producer and Producer. It also may be shared producer responsibility.

#### **Associate Producer**

On larger productions, it is sometime necessary for the duties of the producer to be divided up amongst several people. Where someone more junior is taking on producer duties, they are often credited as an associate producer. This title is also sometimes give to a person who has made a major contribution to the production. It could be a financier, production manager, [writer](#), post-production supervisor, actor, etc.

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



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