

## 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.

### **Directors- Stage, Motion Pictures, Television, and Radio**

Interpret script, conduct rehearsals, and direct activities of cast and technical crew for stage, motion pictures, television, or radio programs.

**Sample of reported job titles:** Director, Newscast Director, Television Director, Television Newscast Director, Creative Director, News Production Supervisor

### Tasks

- Direct live broadcasts, films and recordings, or non-broadcast programming for public entertainment or education.
- Supervise and coordinate the work of camera, lighting, design, and sound crewmembers.
- Study and research scripts in order to determine how they should be directed.
- Cut and edit film or tape in order to integrate component parts into desired sequences.
- Collaborate with film and sound editors during the post-production process as films are edited and soundtracks are added.
- Confer with technical directors, managers, crew members, and writers to discuss details of production, such as photography, script, music, sets, and costumes.
- Plan details such as framing, composition, camera movement, sound, and actor movement for each shot or scene.
- Communicate to actors the approach, characterization, and movement needed for each scene in such a way that rehearsals and takes are minimized.
- Establish pace of programs and sequences of scenes according to time requirements and cast and set accessibility.
- Choose settings and locations for films and determine how scenes will be shot in these settings.

### Knowledge

- **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Telecommunications** — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

## Skills

- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Speaking** — Talking to others to convey information effectively.
- **Time Management** — Managing one's own time and the time of others.
- **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Coordination** — Adjusting actions in relation to others' actions.

## Abilities

- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.

## Work Activities

- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Monitor Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.
- **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.

### Work Context

- **Face-to-Face Discussions** — How often do you have to have face-to-face discussions with individuals or teams in this job?
- **Indoors, Environmentally Controlled** — How often does this job require working indoors in environmentally controlled conditions?
- **Electronic Mail** — How often do you use electronic mail in this job?
- **Contact With Others** — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it?
- **Work With Work Group or Team** — How important is it to work with others in a group or team in this job?
- **Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job?
- **Telephone** — How often do you have telephone conversations in this job?
- **Coordinate or Lead Others** — How important is it to coordinate or lead others in accomplishing work activities in this job?
- **Time Pressure** — How often does this job require the worker to meet strict deadlines?
- **Freedom to Make Decisions** — How much decision making freedom, without supervision, does the job offer?

### Job Zone

- **Title:** Job Zone Four: Considerable Preparation Needed
- **Overall Experience:** A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.
- **Job Training Employees:** in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.
- **Job Zone Examples:** Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, chefs and head cooks, computer programmers, historians, pharmacists, and police detectives.
- **SVP Range:** (7.0 to < 8.0)
- **Education:** Most of these occupations require a four - year bachelor's degree, but some do not.

**There is 1 recognized apprenticeable specialty associated with this occupation:**

Director, Television

## Interests

- **Artistic** — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.
- **Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.
- **Social** — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

## Work Styles

- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.
- **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

## Work Values

- **Achievement** — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
- **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

## Prepping the Cast

Before the production actually begins, it is important for the director, the actors and the writers to discuss the script so that everybody understands each scene of the film. This is the time to smooth out awkward scenes before the actual production. The director should rehearse with the actors. It is also important for the entire cast to assemble together and have a reading of the script. It would be even better if the writer could attend too. The purpose of the reading is so that everybody can get a feel of how everything actually sounds from just listening to the script. After the reading it would also be useful to work on individual scenes. The amount of time spent on individual scenes depends entirely on the actor. If he feels that too much rehearsing will make their performance stale, then it is best not to over-rehearse.

## Prepping the crew

It is important to prep the crew so that during the production everything will run smoothly. This can add efficiency to the production process. More in-depth discussions will be needed with the key members of the crew such as the cinematographer, costume designer and production designer etc. Discussions about everything will be needed; from general things about the style, approach etc. to things concerning the props, fabrics, color etc.

## Storyboarding

A good way for a director to convey his thoughts to the crew would be by using a storyboard. A storyboard is a multiple paneled pictorial demonstration of the film, something like a comic book. The more detailed it is, the better it will be for the crew. By the means of a storyboard, the crew can understand fully what each scene will include and how the setting will be.

## PRODUCTION

It is important to treat the cast and crew with respect and thoughtfulness. The first thing that happens everyday of the production is the serving of breakfast. The cast and crew will appreciate the gesture and providing them with good meals not only helps improve your relationships but it affects their attitude towards work. If they have good meals then they're likely to work even better and harder on their job. Don't overdo it thought and provide them with too heavy meals, as that will make them sluggish and drowsy, therefore not able to do their job.

## Selecting the crew

Usually the director, along with the producer, will select the main members of each crew. These decisions will be based on personal preferences, budget, artistic and technical requirements etc. Once you have chosen the key members, then that person will naturally bring their own support staff, and your job of crewing will be over.

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



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