



**'0-60 Seconds iNTELEVISION Commercial Producers'**  
*PO BOX 82 Mirrabooka, 6941, WA Ph: +61 8 9471 8200 Fax: +61 8 9471 8200*  
Email: [digi\\_filmprod@hotmail.com](mailto:digi_filmprod@hotmail.com)

## 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.

#### **Key Grip**

This person is responsible to the cinematographer. He must supervise all grip crews. He should assist the gaffer during the lighting procedures and maneuver the camera during moving shots. Dolly Grip: The dolly grip is responsible to the key grip and the cinematographer for the maintenance of all the dolly equipment. Grips: These people are sometimes called "hammer grips", and they do whatever the key grip tells them to do.

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



**'60 Seconds iNTELEVISION Commercial Producers'**  
*PO BOX 82 Mirrabooka, 6941, WA Ph: +61 8 9471 8200 Fax: +61 8 9471 8200*  
Email: [digi\\_filmprod@hotmail.com](mailto:digi_filmprod@hotmail.com)