

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: FILM DIRECTOR

JOB SUMMARY:

The **Film Director** is responsible for the creative artistic operations of the Film Component of the company in accordance to the guidelines established by the Executive and the Board of Directors. The **Film Director** manages the creative aspects of film production. He/She will direct the film making process by visualizing the script while guiding the actors and technical crew to capture the vision for the screen as well as control the film's dramatic and artistic aspects. The Film Director will work with the Producer and collaborate with the Cinematographer (Director of Photography) and the Production Designer, in order to fulfil the Film Director's vision for each film production.

REPORTS TO:

Chief Executive Officer

COLLABORATOR

Producer

**SUPERVISION
GIVEN TO:**

All creative heads (Production Designer, Director of Photography, Editor) and all other BTL (Below The Line) film crew members.

DUTIES AND RESPONSIBILITIES:

- Assumes full artistic responsibility for all creative, visual and performance aspects of the Film component of the Tobago Performing Arts Company.
- Works equally with the Film Producer as liaisons between the C.E.O and the Creative heads or A.T.L (Above The Line), which includes the Director of Photography and the Production Designer*.
- Attends all creative meetings and Executive meetings in which matters involving the film department are being discussed.
- In the absence of an in-company Film Producer, the Film Director will assume responsibility for creating budgets for all film productions. These must be done in collaboration with the other creative heads of the ATL, as their specific needs for each film production will change and must be taken into account.
- Has final say on all crew members to be assigned to each film production.
- Is responsible, along with the Film Producer, to conduct Production meetings, creative concept meetings and any other meetings as needed for each film project.
- Is responsible for training/facilitation of training, management and performance evaluations of all production staff. The Film Director (in this company model) will create (with solicited assistance where necessary) a training programme to ensure that all crew members are acquainted with film set protocols, hierarchy/chain of command, roles and responsibilities, language/cadence and the necessary film equipment that will be used for each production.
- Will work with the Film Producer to create Pre-Production schedules and timelines, Production shooting schedules and a Post-Production workflow for each film production.
- In the absence of an in-company screenwriter, the Film Director is responsible for creating content for the film department. The Film Director will also work along with the Film Producer in the acquisition/optioning of established/written/owned works, which the film department of the Company wishes to use to create movie content.
- Is responsible for the creative interpretation of written works or screenplays and is solely responsible for setting the creative tone for each film project.
- Will work alongside a Casting Director, but has the final say on the selection of cast members for the film production. Is also responsible for scheduling and running rehearsals/training sessions for the actors employed for each production.
- Is responsible for all other duties that fall under the remit of the Film Director**

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- A thorough knowledge of Film Production and set management and protocols, Screenplay writing and analysis, and Directing of the camera and actors for screen.
- Knowledge of the film industry, its trends and status in the region and internationally.
- Working knowledge of Film Finance, content acquisition, chain of title, copyright and the moral rights of intellectual property.
- Working knowledge of Movie marketing and distribution strategies/options/platforms.

SKILLS AND ABILITIES:

- Eight to ten years, combined experience of involvement in the Cultural Field, Directing film/visual content.
- Impeccable organizational and managerial skills
- Good communication and interpersonal skills
- Being able to analyze information and using logic to address work-related issues and problems.
- The ability to work as part of a team
- The ability to make contacts and promote the work of the department.
- The ability to adapt and be flexible with working patterns.
- Possess creativity and alternative thinking to develop new ideas and answers to problems which may arise periodically.
- A willingness to take on responsibility and challenges.
- Being pleasant with others on the job and displaying a good-natured positive attitude.
- Being honest and ethical.

MINIMUM EXPERIENCE AND TRAINING:

A Master's degree in Film Production, Film Directing or Film Producing. A minimum of five years, experience in filmmaking: writing, directing producing, and direct experience performing the majority of duties outlined above, while working in the Performing Arts Industry. Relevant recommendations will be required.

* The Producer is also a member of the A.T.L (Above The Line) crew.

* * The additional duties of the Film Director include:

- Working with All heads of department to ensure that their creative choices fall in line with the overall vision
- Creates shot-lists, story/photo boards and Directs the camera during production
- Has final say on all creative decisions regarding the vision of each film production (e.g. costume choices, location options etc.)
- Directs the Edit and works closely with the Editor during Post-Production
- Works with sound design/score team to Vision Control and Quality Control the musical scores selected for the film.
- Along with the Film Producer, works with Marketing team on print and digital materials to be developed for marketing and distribution of each completed film.