

team

1. Crew

a. Director

The director is responsible for all the creative aspects of a movie. They usually helps hire actors, decide on locations and plan the shots before filming begins. During filming the director oversees the actors and crew, sets up shots and keeps the movie on schedule and on budget with the help of an assistant director. They also oversee the entire post production process especially editing.

b. Cinematographer

The cinematographer, or director of photography (D.P.), help create the look of a movie. The D.P. directs the lighting for each scene, helps frame shots, chooses lenses and ensures that the visual look of the film conforms to the director's vision. The cinematographer usually does not operate the camera on set (this is the role of the camera operator).

c. Camera Operator

The camera operator is a member of the camera crew and runs the camera as instructed by the director and the cinematographer. The camera operator is responsible for keeping the action in frame, and responding quickly to the action as it unfolds.

d. Gaffer

The gaffer is the chief electrician on the set and is responsible for lighting the set according to the instructions of the cinematographer.

e. Sound recordist

Sound recordists capture all of the sound on the set or location. This can include dialogue, singing and action. They set up microphones and deal with any issues around their placement. They think about the combination of microphones needed, such as a boom microphone and hidden microphones on the actors.

f. Boom Operator

The boom operator is a sound crew member who handles the microphone boom, a long pole that holds the microphone near the action just out of frame, allowing the microphone to follow the actors as they move.

When you are making a short film with little or no budget you may find yourself in most or all of these roles.

2. Actors

Martin Scorcese one of the great American directors said, 'Directing is 90% Casting'. You may have the perfect script, great cameras and stunning set design but none of that will matter if the acting is poor. On a professional film set a casting director is hired to focus on this crucial task. As a small filmmaker with a lot to do you may find that casting is not given the attention it needs. When you are planning to make your film be sure to set aside time for casting.

a. Where To Find Actors

If you are working on a small film you will have to simplify the casting process. Do you know someone who could act in your film. Your early film projects do not have to be perfect, so start off by casting friends and family members. Professional filmmakers generally find actors through a talent agency. If you have some budget find a local agency and email them with details of the production. If you don't have a budget a professional actor might work on your film if the screenplay or subject matter interests them. Actors might also choose to work on low budget films for extra showreel material.

Actors like all freelancers will have their own daily rate. If your project is low or no budget and you can't afford to pay your actors you could cover travel expenses during production.

b. How To Cast Actors

Casting actors for your small film need not be difficult. The right actors will enhance your story and emotionally engage with the audience. With some pre-planning you can find talented actors who are committed to your project.

i. Find a space to hold your audition

If you are currently a student you could use a spare room at your school or university. Pubs, cafes and libraries often have function rooms that you can book for free or for a small price. Ideally, you should have a waiting room and a separate room for the auditions.

ii. Book time slots for each actor's audition

When organising an audition day determine how much time you will need with each actor and book specific times for each person.

iii. Choose a specific scene for the audition

For the audition, actors will read a few pages from a scene. If there is little dialogue then you can provide a scene from another film. Actors should be given a copy of the script prior to audition day and if possible a breakdown of the story and characters.

If your film is a musical then you will have to ask the actors to prepare a song to perform.

iv. Introduce yourself to every actor

When an actor arrives have a short conversation about the project, the actor's past experience and their availability for work. If you are the director it is important that you get along well with any actors you choose. When the actor is reading from the script, you may need someone else to read out dialogue for them.

v. Capture every audition on camera

Film each audition. People look different on camera than in real life and you will be able to look back at the audition clips to help with the final decision. Take photographs of each actor and make a few notes on each performance when the

audition is over.

vi. Thank every actor for their time

After the audition, thank every actor for attending and let them know when they can expect to hear back from you. When you have determined who you want to cast, contact every actor and let them know the results. You might also need to do a second or third audition to see how two actors work on camera alongside each other. It's also good practice to keep hold of everyone's details in case your first choice actor is suddenly unavailable.

3. Directing Actors

i. Rehearse in detail

Allow two sessions. Schedule a full day for a 10 page script. Use the rehearsal to improve the dialogue and shape the actor's performance. You and the actors should collaborate and agree on the performance during this rehearsal period.

ii. On set, scrutinise your actors performance

Look for anything you would like to change in terms of the performance.

iii. Keep any feedback clear and short

Don't confuse the actor with too many instructions on set. They may lose confidence in themselves or you.

vi. Get your actors to tone it down

Talking quietly, thinking loudly is so important in screen acting. It is the opposite to the theatre. Many actors who are new to the filmmaking process will not know this. There will be times when an actors needs to be loud, i.e. during an

argument or a fight sequence. Watch for overacting and pull the performance back where necessary.

v. Actor Continuity

The other big challenge for new actors is continuity of performance. If they pick up a pen with the left hand in the wide shot, they must do the same in the close up. This can negatively impact the editing process if not attended to. Keeping continuity in mind is part of an actor's job. You also need to be across continuity issues. On large films there is a crew member who watches for continuity lapses.

vi. Watch for the blinkers in your close ups

Great actors portray their screen performance via their eyes. It is no accident that the big stars always control their blinking and do not do it.

vii. Ask your actor to give it their all emotionally in the close ups.

Close ups are vital for the final edit.

viii. Watch all your actor's footage and note their best moments on each take.

Taking time to do this will improve actor performance and make sure you have the necessary coverage. It will also make you editing process easier.