

# Who is in Charge?

## An Easy Read Guide



**Tip!**

Words in **pink** can be found in the Easy Read Glossary

## Who is in charge?



It is important to know who is in charge of what.

This is because it will help you:



Understand who you need to report to



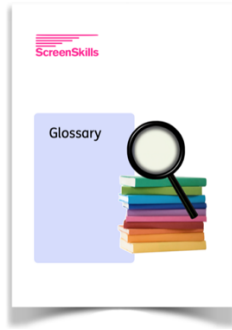
Communicate in the best way



Run your work smoothly

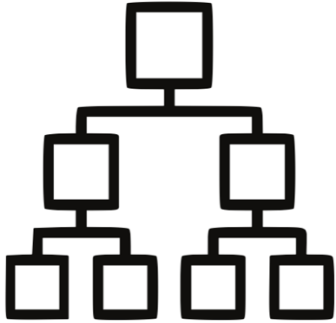


and know who to go to for advice or help.



This is a worldwide industry and some job roles have different titles in different parts of the world.

You can check other names in the glossary.



TV **productions** have a clear **hierarchy**.



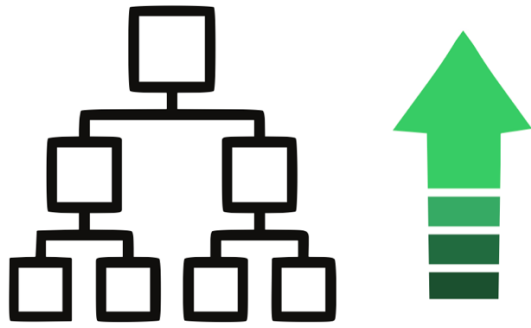
Hierarchy (which sounds like hire-ark- ee when you say it out loud) is a system where people are placed in order of how important their job is.



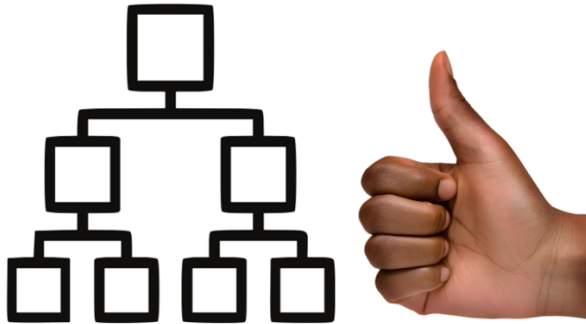
In a hierarchy a junior worker or trainee is at the bottom



and senior workers are at the top.



People move up the hierarchy as they get more experience.



A hierarchy helps productions run smoothly because:



It lets people focus on what they need to do

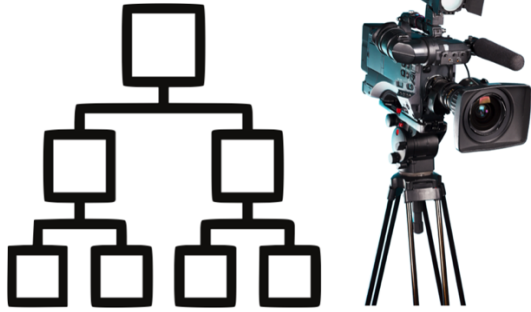


It stops the mistake of two people doing the same task twice

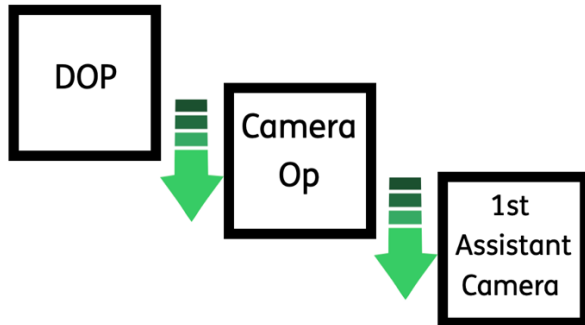


and it helps people communicate better.

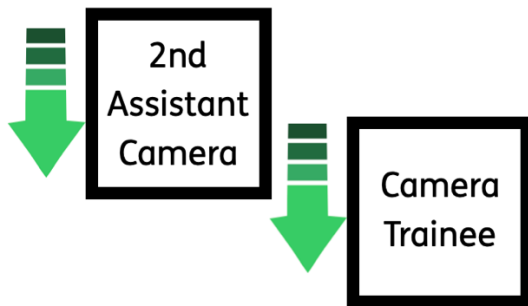




For example the hierarchy in the **Camera Department** from the top is:



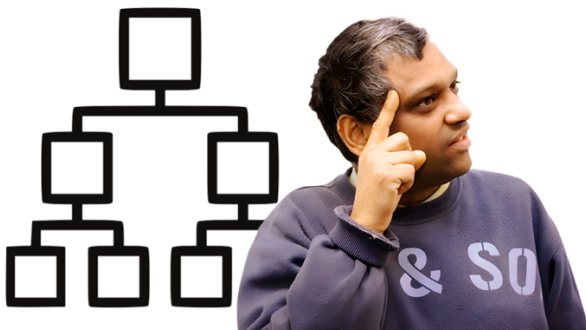
**Director of Photography** (or **Cinematographer**)  
**Camera Operator**  
**1st Assistant Camera**



**2nd Assistant Camera**  
**Camera Trainee**



There might be other team members like the **Digital Imaging Technician (DIT)**.



You should learn the hierarchy of your department.



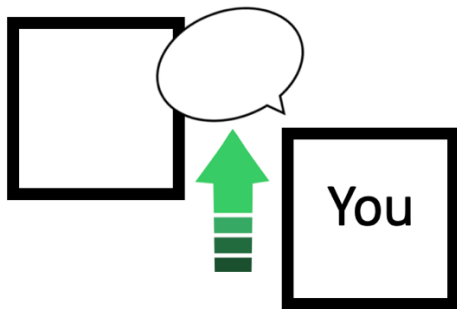
It is also useful to know the hierarchy of other departments.



This will help you know who to speak to and when you need to speak to them.

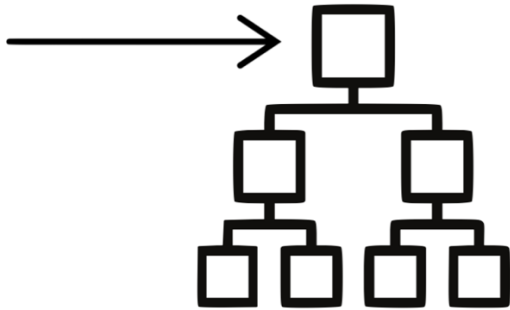


When you are given a list of tasks it will help you understand which is the most important.



When you have a question about your work you should ask the person above you in the hierarchy.

## The HODs



The leader of a department is called the **Head of Department** or **HOD**.



The HoDs work with the **Director**, **Producers** and **Creator** on the creative idea of the project



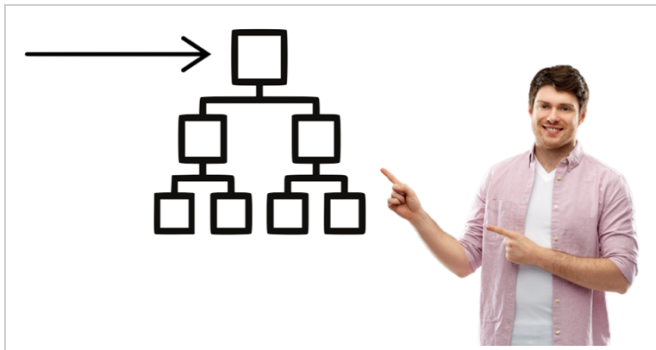
and how to make those ideas happen in their own department.



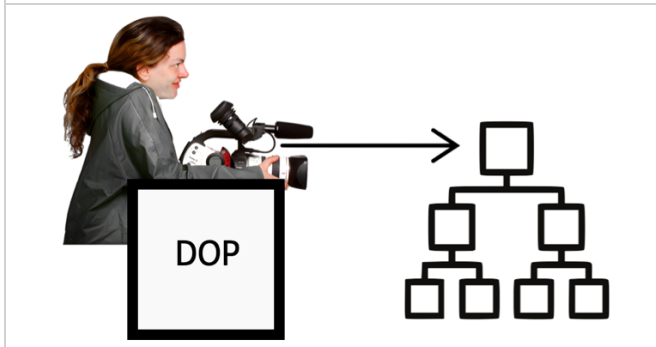
Each department is full of people with different skills.



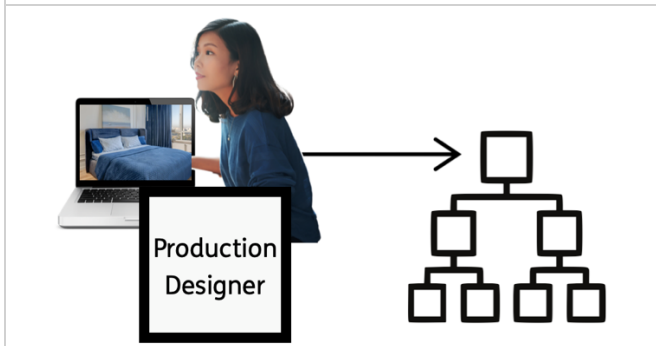
It is the job of the HOD to organise their team so the department is the best it can be.



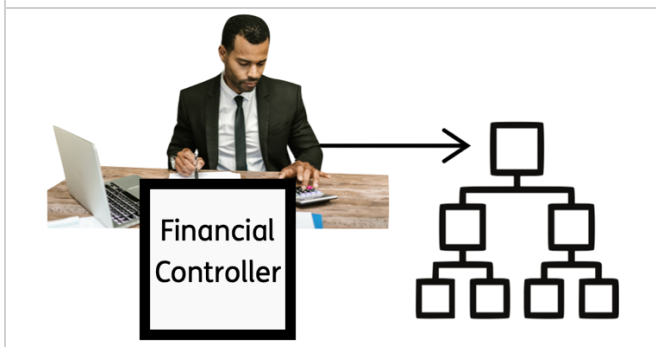
Here are some examples of the HODs that are involved in a production.



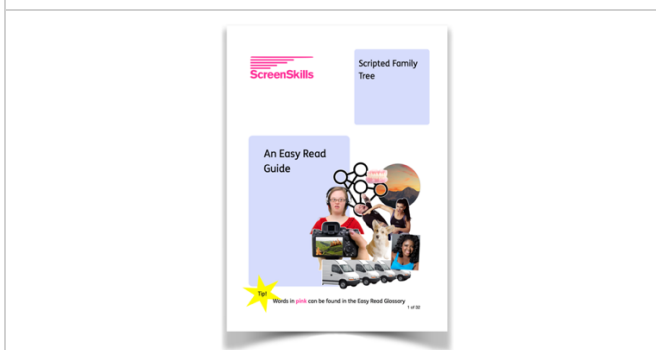
The Director of Photography is the HoD for the **Camera and Lighting Department**.



The **Production Designer** is the HoD for the **Art Department**.

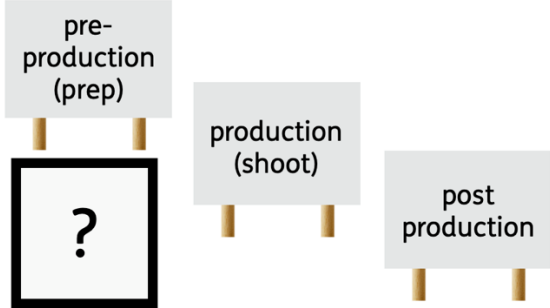
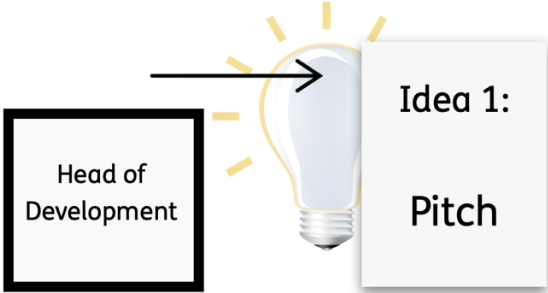
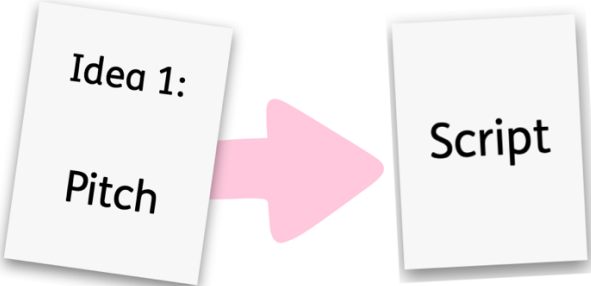




The **Financial Controller** or **Production Accountant** is the HoD for the **Production Accounting Department**.



Use the Scripted Family Tree document to see all the departments and roles in production.

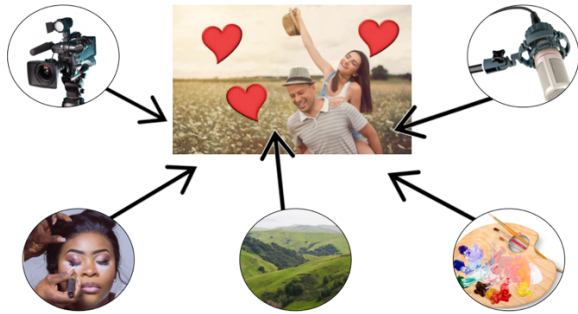
## Who Leads Each Stage?

 <p>pre-production (prep)</p> <p>production (shoot)</p> <p>post production</p> <p>?</p>	<p>It is also important to know who is in charge of the important stages of production.</p> <p>Here are some examples:</p>
 <p>Head of Development</p> <p>Idea 1: Pitch</p>	<p>The <b>Head of Development</b> oversees the <b>development</b> stage.</p>
 <p>Idea 1: Pitch</p> <p>Script</p>	<p>Development is when the original idea becomes a <b>script</b>.</p>
 <p>Script</p>	<p>The <b>Script Editor</b> will work with the lead <b>writer</b> or team of writers to create the script.</p>
 <p>Lightbulb icon</p>	<p>When an idea does not need a script, like in <b>factual entertainment</b>, the <b>Producers</b> will come up with ideas.</p>





The Director is in charge of the creative vision of the production



and all the **crew** work to the Director's vision.



The 1st AD is in charge of the **set**.



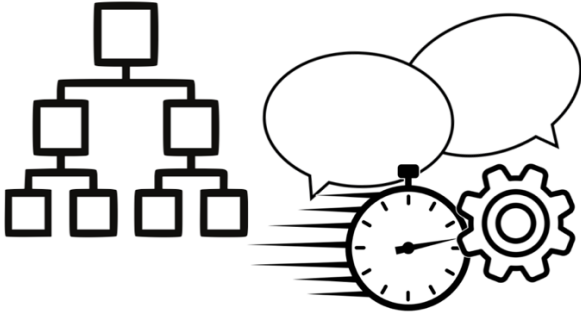
They create the **schedule** and make changes to it if needed.



They make sure everything runs smoothly and on time.



If a change to the schedule happens then the 1st AD works with the HoDs to make a new plan.



The hierarchy in each department makes communication fast and simple.



The Producer or **Line Producer** is in charge of organising the production.


This includes:



The **budget**



The whole **production schedule**, from development through to **distribution**

	<p>and managing all the <b>cast</b> and crew.</p>
	<p>The Producer and the <b>production company</b> share the legal responsibility of the production which includes:</p>
	<p><b>Health and safety</b></p>
	<p>Contracts</p>
	<p><b>Copyright</b></p>



**Access and inclusion**



and cast and crew wellbeing.

## Asking Questions

	<p>If you have a personal question about work</p>
	<p>or have experienced or seen something at work that has worried you</p>
	<p>you should speak to the person above you in the hierarchy of your department.</p>
	<p>If you are not comfortable talking to that person then speak to your HoD.</p>
	<p>If you are not comfortable talking to your HoD then speak to the Line Producer or <b>Human Resources (HR) Department.</b></p>