

## **SCRIPT DEPARTMENT POSITIONS AND DESCRIPTIONS**

**SCRIPT SUPERVISOR:** The duties of the Script Supervisor include the preparation of the script; verification of artist's lines; keeps records of timing, may run lines; assists during blocking of scenes; notes deviations from the script; keeps detailed notes of all action, positions, camera angles, additional progression; times takes; furnishes camera and sound with slate numbers and prints; may project if picture is long or short; notes coverage of sequences; may prepare lists of pickup shots and wild sound tracks; and, as a courtesy to the Camera Department may note lenses, focal length and zoom operations; makes continuity notes along with a complete lined script, and any appendices, and forwards to the Supervising Editor and/or Editor after the day's shooting; provides the Production Office with a daily report as to the number of set-ups, picture time, scenes and pages shot and cumulative time to be prepared at the end of the day.

**SCRIPT ASSISTANT:** Working under the direct supervision of the Script Supervisor, the Script Assistant helps in performing the job duties of a Script Supervisor but does not supervise any filming.

Tasks may include: receiving and collating revisions; transferring all continuity notes over to new page colours; recalculating new page 1/8ths and scene totals; checking prints with sound and camera departments; preparing the Editor's Lined Script from the Script Supervisor's notes; transcribing dialogue changes onto the Editor's script; taking and making Polaroid's and maintaining Polaroid files; daily filing of Editor's notes into master editing script; may run lines with performers; maintains forms and supplies.

When required to work on splinter or second-units, the Script Assistant will be upgraded to SCRIPT SUPERVISOR.