

Advanced Lighting PGY 2202C

Assistant's Responsibilities

- It is the responsibility of you and the photographer to agree on specific division of responsibilities for the shoot.
- You are a second set of eyes!
- If you can't be on time, be early!
- Never assume anything. If you have any questions, ask before you act.
- As an important member of the production team, focus, concentrate, anticipate, and support.
- Exchange contact numbers (phone, beeper etc.) with photographer.

Before the Shoot (Pre-Production)

- Communicate with photographer prior to shoot to determine equipment to be checked out and how to set up the shoot area. The assistant is to check out all equipment for the photographer and secure any items required for the shoot.
- Review and understand the assignment needs. Study the job layout (sketch)
- Check film and Polaroid supply.
- Check the lighting, camera, grip, set materials needed for the assignment. Check condition of the camera and lighting equipment.
- Prep the studio space and set up.

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During the Shoot (Production)

- Always alert photographer to any and all legitimate concerns.
- Maintain a safe, clean, organized and professional set at all times.
- Verify that all equipment is functioning properly and strobes are firing.
- Work with photographer to light and organize the set.
- Load holders and backs as necessary.
- Maintain the photographer's tracking system for exposed film.
- Monitor the lighting, camera, film and exposure.

After the Shoot (Post-Production)

- Organize all exposed film. Confirm processing instructions with the photographer.
- Don't strike the set until directed by photographer.
- Clean the studio and any dirty equipment prior to storing. Report any damaged equipment or equipment in need of repair.