

FEMME CREW APPLICATION

Application deadline: January 15, 2025

Name:

Email:

UVU ID:

Mobile:

- 1. UVU expected date of graduation/track in digital cinema:**
- 2. Positions you have held on previous FEMME Projects:**
- 3. Your set and crew experience (set experience is NOT required):**
- 4. Please describe why you feel the FEMME Project and having women in all positions in the film industry is important.**
- 5. Why do you want to work on the next FEMME Project, and what position are you hoping to have? (see next pages for position descriptions)**

Femme Crew Positions: Please review the available crew positions which are all apprenticeship/production assistant opportunities where you will be working under the mentorship of an industry professional or a more experienced student within each department.

Office PA

- Assist Producers with scheduling, emails, and document organization.
- Help coordinate logistics: locations, travel, and accommodations.
- Aid in planning and executing training meetings.
- Help Communicate with other departments to ensure smooth production communication.
- Run errands and coordinate deliveries or returns.
- Support pre-production tasks: auditions, location scouting, and material prep.
- Assist on set with talent, call sheets, and paperwork.

2nd AD

- Coordinate talent movement for hair, makeup, wardrobe, and rehearsals.
- Liaise between departments to ensure smooth production flow.
- Communicate with the 1st AD about talent status and scheduling issues.
- Help maintain the shooting schedule and report delays to the 1st AD.
- Manage on-set break logistics and ensure timely returns.
- Support set safety and crowd control.
- Handle paperwork, including talent timecards (Exhibit Gs) and production reports.
- Create daily call sheets.

2nd 2nd AD

- Assist with on-set operations, keeping cast and crew informed of schedules and plans.
- Communicate updates between the 1st and 2nd ADs and other departments.
- Manage talent movement, coordinating with hair, makeup, and wardrobe.
- Help with crowd control and maintain order on set.
- Enforce set protocols and ensure smooth transitions between takes.
- Support the 1st and 2nd AD with additional tasks as needed.
- Create daily production reports.

Script Supervisor (2 Positions Available)

- Collaborate with the 2nd AC and sound to ensure each slate is correct.
- Complete detailed script supervisor notes and reports. Ensure they are given digitally to the production team for the editors at the end of each shooting day.
- Time and record every take.
- Make continuity notes regarding wardrobe, hair, makeup, props, and the set.
- Ensure that an actors' eyeline line up, so that once the scene is edited, they appear to be looking at the intended character or object.
- Record the director's notes and circle-takes

-Note any changes to the script, such as dialogue, which the actors make on set.

-Locations Manager (2 Positions Available)

-Scout and present filming locations to the Director and Producers, that fit the film's aesthetic and budget.

-Work with Producers and Supervising Producer to secure locations with necessary contracts and permits.

-Manage location logistics, including scheduling and handling special requirements.

-Liaise with authorities, property owners, and vendors for permits and permissions with Supervising Producer and Producers.

-Ensure locations are film-ready, coordinating set dressing and site preparations.

Understand first in requirements of departments and last out so that all information is coordinated.

-Manage on-set needs like parking, lunch area, restrooms, and power access, ensuring safety. Determine production supplies, i.e, tables, chairs, heaters, cones, signs, etc.

-Oversee location wrap-up, returning sites to their original condition and addressing damages.

-Resolve logistical issues and ensure smooth operations at each location.

-Provide maps and other location instructions for distribution with the daily call sheet.

Set PA (Multiple Positions Available)

-Assist the ADs and departments with on-set tasks, equipment setup, and paperwork.

-Help with set preparation and breakdown, as requested.

-Run errands for supplies, deliveries, and crew transport.

-Manage crowd control to keep the set organized and safe.

-Communicate effectively with all departments to address issues promptly.

-Perform additional duties as assigned by the ADs.

-Organize and distribute all walkies to crew.

1st AC

-Assist the DP with camera prep and setup.

-Maintain focus throughout the entire production.

-Organize and maintain camera equipment and lenses. Keep equipment lists.

-Load/unload camera equipment.

-Notify producers of any damaged equipment ASAP.

2nd AC

-Assist the 1st AC with camera prep, setup, and maintenance.

-Ensure consistent battery charging.

-Manage and organize media and camera reports. Give camera reports to 2nd AD at the end of the day for production reports.

-Operate slate for the production

-Communicate with the Script Supervisors, and the Sound Mixer to ensure each slate is correct.

- Load/unload camera equipment.

Camera PA

- Assist the 1st AC with camera setups, lens swaps, and maintenance.
- Set up and maintain video village for producers and director.
- Manage camera expendables.
- Maintain an accurate camera log.
- Load/unload camera equipment.

Social Media and Marketing Content Creator

- Help create content during the pre production, principle photography, and post production phases.
- Keep up on social media trends.
- Work closely with the Director and Producers to ensure that the BTS footage aligns with the overall marketing and promotional strategy.

Still Photographer

- Capture behind-the-scenes shots of cast, crew, and set activities.
- Take a large group photo.
- Collaborate with the Director for a poster photo.
- Edit and deliver digital photos to the crew.
- Capture the set's atmosphere and energy authentically.
- Work discreetly to avoid disrupting the production.

BTS Videographer

- Capture behind-the-scenes footage of cast, crew, and set activities.
- Conduct short interviews with cast and crew for insights into the filmmaking process.
- Collaborate with the Director and Producers to align BTS footage with marketing strategies.
- Edit footage into engaging clips for social media and promotions.
- Capture the set's atmosphere and energy authentically.
- Work discreetly to avoid disrupting the production.

Key Grip

- Oversee the setup and operation of grip equipment with the G&E mentor.
- Work with the Gaffer to ensure proper lighting and rigging.
- Manage and coordinate grip crew.
- Ensure the safe and efficient setup of all grip gear.
- Notify producers of any equipment issues/damages ASAP.

Gaffer

- Design and execute the lighting plan in collaboration with the DP and G&E mentor.
- Set up and manage lighting equipment.

- Oversee lighting crew and equipment maintenance.
- Notify producers of any equipment issues/damages ASAP.

G&E (Multiple Positions Available)

- Assist the Gaffer with Lighting setup and adjustments.
- Assist the Key Grip with Grip equipment set up and adjustments.
- Ensure all grip and electric gear are maintained and organized.
- Keep track of all expendables.

Costume Designer

- Collaborate with the Director and Costume Mentor to develop costumes that align with the film's vision.
- Create mood boards to present costume concepts.
- Source and manage all costumes and accessories.
- Ensure costume continuity and track changes across scenes.
- Conduct fittings and maintain costumes during filming.
- Keep an organized inventory of costumes and related materials.
- Manage budget and keep track of spending and receipts. Make all returns and close out account within one week of shoot.

Production Designer (2 Positions Available)

- Develop and execute the visual style and design of the set with the help of the Production Design Mentor.
- Collaborate with the Director and other department to create a cohesive look.
- Source and organize all set pieces.
- Arrive to set on time ready to dress the set before actors and camera.
- Oversee the construction, decoration, and arrangement of key set pieces.
- Ensure continuity of set dec across scenes, monitoring placement and usage to maintain consistency throughout the film.
- Manage budget and keep track of spending and receipts. Make all returns and close out account within one week of shoot.

Props Specialist

- Collaborate with the Director and Production Designer to determine required props.
- Research, source, and create props fitting the film's setting and characters.
- Maintain a detailed inventory of props and ensure availability during shooting.
- Ensure prop continuity and consistency across scenes.
- Coordinate prop logistics on set, ensuring readiness and proper use by actors.
- Manage budget and keep track of spending and receipts. Make all returns and close out account within one week of shoot.

Hair and Makeup PA

- Collaborate with the Director and HMU Mentor to create visual looks.
- Work with the Director and Script Supervisor to ensure Continuity of talent's hair and makeup.
- Perform touch-ups throughout the day, specifically on call for last looks.
- Manage budget and keep track of spending and receipts.

Sound Mixer

- Set up and operate set sound mixing.
- Place lavaliers on actors.
- Monitor and capture high-quality audio during the shoot.
- Collaborate with the director and other departments to ensure optimal sound conditions.
- Collaborate with Boom Operator to ensure high-quality audio.

Boom Operator

- Set up and operate the boom on set.
- Place lavaliers on actors.
- Capture high-quality audio during the shoot with boom placement.
- Collaborate with the director and DP to ensure no boom in the frame.
- Collaborate with a sound mixer to ensure high-quality audio.

Craft Services/Catering Specialist

- Source snacks and beverages for the shoot.
- Handle catering logistics for lunch.
- Set up and maintain the craft services table, ensuring it is stocked and organized.
- Replenish items and keep the area clean throughout the day.
- Offer diverse options to accommodate dietary restrictions.
- Manage the craft services budget and track spending and receipts. Close out account within one week of shoot.

DIT

- Collaborate with mentors and manage the data workflow for all digital footage captured during production.
- Ingest, back up, and organize footage to ensure a smooth post-production process.
- Monitor and maintain the quality of on-set camera feeds and recordings.
- Troubleshoot any technical issues related to cameras, media, and equipment during shoots.
- Generate daily reports (dailies) for review by the creative team.
- Ensure all footage is securely backed up and archived on hard drives.
- Ensure footage is given to editing hand-off on last day of production.

Post Production Colorist

- Collaborate with the Director and Cinematographer to align with the film's vision.
- Perform color grading to ensure consistency and achieve the desired look.
- Use software like DaVinci Resolve or Adobe Premiere Pro to enhance color balance and contrast.
- Apply color correction techniques to resolve footage issues.
- Deliver final graded versions in required formats.
- Offer feedback during post-production for a polished result.

Post Production Sound Mixer

- Collaborate with the Director and Mentor to shape the film's soundscape.
- Mix dialogue, sound effects, and music for a balanced audio experience.
- Edit and clean audio tracks for clarity and consistency.
- Implement enhancements and corrections for technical issues.
- Design and integrate sound effects.
- Prepare and deliver final audio mixes in required formats.
- Participate in reviews and make adjustments as needed.
- Meet post-production deadlines for festival submission.

Assistant Composer

- Collaborate with the Director, Producers, and Mentor to grasp the film's musical themes and tone.
- Work with a composer and help to contribute to the process that enhances the narrative and character development.
- Create diverse musical styles for specific scenes and emotions.
- Edit and arrange music to fit the film's pacing.
- Integrate the score with sound design and final audio mix.
- Deliver high-quality audio files in required formats.
- Adjust based on feedback and meet post-production deadlines.