**Assistant Director or AD**

The [Assistant Director](https://www.careersinfilm.com/first-assistant-director/) (AD) is the one who handles most of the scheduling logistics and creates the call sheet that tells everyone when to be on set and where to go. The call sheet has a lot of important information. It tells you what scenes are going to be shot that day, who will be on set, including Actors and crew, along with contact information and other resources. The are the communicating person between the Director and the Crew.

We should always keep in mind that Assistant Director in not an Assistant to the Director, they have entirely different set of work. They are usually the first ones on the set with a shot list in hand. They are also in charge of other Assistant Directors.

The AD essentially manages the production. They are the one who make sure that the scene is shot in time. Few jobs of an AD to mention are-

1. **Perform Script Breakdown**

They break down each scene to determine what is needed to execute on that scene.

1. **Create Storyboard and Shot List**

The information they gather from script breakdowns allow them to organize each scene into shots.

1. **Prepare the call Sheet**

With the help of Production Coordinator and the Producer, Assistant Director usually plan the shooting schedule so the they together or sometime alone had to create the call sheet. Most of the information in the Call Sheet comes from AD.

1. **Track Daily Progress against entire Schedule**

It’s not enough to manage the day-to-day schedule. Assistant directors are also acutely aware of the film’s entire schedule. If they have to reshoot scenes, the ad will know if and when they can make that time up somewhere else.

1. **In-Charge of the Second Unit**

In some production AD have to lead the Second unit also.

**Few Qualities that AD should have are**

A leader
A team player
A negotiator
Multi-task
Diplomatic
Ability to solve problems quickly
Ability to deal with emergency situations
Work very long hours
Keep up moral on the set