**Producer**

A producer is a person who invests in the film. Basically, they are responsible for the physical facilities & are also given the credit of “produced by”. Among various producers, they are the traditional producers who invest in film under “production house”. For Example: Producer: Karan Johar, Production House: Dharma Production. Producers are responsible for all the expenses in film such as payment for the artists, technicians, other daily expenses during filming.

In simple words Producer is the person who invest for making the film.

**Production Manager**

A film production manager generally works directly with or for a film producer and communicates between the producer and other staff members regarding the film's overall production. Film production manager is responsible for keeping the film on budget and making sure production remains on schedule. Day-to-day duties includes working with the film crew and actors and arrange all the travel needs for everyone. Although the main responsibilities will be handling the film budget and schedule, so he need to communicate if any potential setbacks come to his notice, immediately with the producers and/or director of the film. Production Managers are called PM or sometime UPM meaning Unit Production Manager. Production Coordinator, Production Assistants works directly under him.

A production manager should have few qualities like-

**Communication**: he must be a good communicator and must keep in contact with the various departments on a production in order to inform them of their schedules.

**Organisation**: he must have organisational skill to plan, prioritise, multitask and use his own initiative to manage schedules.

**Anticipation:** he must be a good listener and be one step ahead of what’s going on, enable everyone to be able to get on with their job

**Leadership:** he must be confident in giving direction and leading a team, communicate well with everyone, create a positive atmosphere within the team

**Problem-solving:** he must listen and give importance to any issues that might occur during the project, adapt to changing timescales and technical issues

**Production Coordinator**

The production coordinator on film and television projects is responsible for making sure that every aspect runs smoothly behind the scenes. They generally report directly to the production manager, who assigns various tasks throughout production. In this role, it is common to supervise production assistants, coordinate daily activities like catering, track billing, make sure that all actors know their call times and maintain all production schedules. While their duties may vary depending on the type of production and the overall budget, they may also be expected to work as regular staff members in network promotion departments, radio stations and advertising agencies. Good candidates for this role will require great organizational skills, an eye for detail, resourcefulness and the ability to handle a multitude of tasks in a high-pressure situation.

Primary job of a Production coordinators is to help the Production Manager. He is also responsible for all the permission related paperwork’s including booking accommodation of the crew, sometime arranging visa for the crew etc. He works directly under Production Manager. Production Coordinators are also called POC, that means Production Office coordinator. Depending on the production size POC are sometime provided with APOC, i.e. Assistant Production Office Coordinator.