

FILM PRODUCTION ASSISTANT DACUM

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DACUM Skill Rating Scale

- 1 - Can perform some parts of this skill satisfactorily but requires assistance and/or supervision to perform the entire skill.
- 2 - Can perform this skill satisfactorily but requires periodic assistance and/or supervision.

- 3 - Can perform this skill competently without assistance or supervision.
- 4 - Can perform this skill competently without, assistance with more than acceptable quality, and with initiative/adaptability to unique situations.

COMMUNICATE CLEARLY A	Listen	State point concisely	Speak respectfully	Use walkie-talkies	Use variety of communication tools	Follow proper communication channels	Clarify and confirm communications	Display appropriate body-language
	A1	A2	A3	A4	A5	A6	A7	A8
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
	Interpret others' body-language	Conduct public relations	Speak English	Use industry-specific terminology / jargon	Speak in language of production			
	A9	A10	A11	A12	A13			
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4			
RESPECT AND HONOUR FILM INDUSTRY HIERARCHY B	Follow chain-of-command	Respect co-workers	Work well with others	Set priorities	Respect departmental boundaries	Demonstrate humility	Take direction	Respect "unwritten" industry "rules"
	B1	B2	B3	B4	B5	B6	B7	B8
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
	Relate own work role to other positions							
	B9							
	1 2 3 4							
WORK WITHIN FILM INDUSTRY CULTURE C	Work long hours	Work in different types of productions	Work within union / non-union environment	Apply set etiquette	Comprehend and utilize industry documents / distribution	Work in different environments	Adapt to inconsistent employment	Shift gears quickly
	C1	C2	C3	C4	C5	C6	C7	C8
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
	Work in a variety of climates	Adapt to change	Demonstrate knowledge of union guidelines					
	C9	C10	C11					
	1 2 3 4	1 2 3 4	1 2 3 4					
MANAGE SELF D	Manage personal finances	Manage time	Balance work and personal life	Handle stress	Motivate self	Take care of self	Demonstrate resourcefulness	Demonstrate reliability
	D1	D2	D3	D4	D5	D6	D7	D8
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
	Have realistic expectations	Demonstrate resilience						
	D9	D10						
	1 2 3 4	1 2 3 4						

**DEMONSTRATE PROFESSIONALISM
E**

Take initiative E1	Demonstrate flexibility E2	Anticipate job demands E3	Respect equipment E4	Solve problems E5	Demonstrate patience E6	Pay attention to details E7	Demonstrate enthusiasm E8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Maintain positive attitude D9	Identify personal limitations E10						
1 2 3 4	1 2 3 4						

**DEMONSTRATE BASIC SKILLS
F**

Lift and carry heavy equipment F1	Prepare and use personal set-ready kit F2	Drive a vehicle F3	Organize work F4	Show up early for work F5	Use cell phone F6	Retain information F7	Use numbers F8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Write F9	Read F10	Use 24 hour clock F11	Follow maps F12	Use basic math F13	Demonstrate physical endurance F14		
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4		

**DEVELOP A FILM INDUSTRY PROFILE / IMAGE
G**

Market self G1	Network within industry G2	Volunteer at film events / shoots G3	Research jobs / industry G4	Educate self / learn continuously G5	Identify job goals G6	Identify own skills G7	Seek advice from / join film associations e.g. FTM G8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

**DEMONSTRATE BASIC KNOWLEDGE OF FILM EQUIPMENT AND DEPARTMENTS
H**

Demonstrate knowledge of film production processes H1	Function on a set with a variety of equipment H2	Work safely H3	Identify key personnel in departments H4	Explain functions of industry positions H5	Identify basic electrics function H6	Identify basic sound department function H7	Identify basic art department function H8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Identify basic post-production department function H9	Identify basic craft-services function H10	Identify basic accounting department function H11	Identify basic locations department functions H12	Identify basic wardrobe department function H13	Identify basic Assistant Director department function H14	Identify basic Hair and Make-up departments functions H15	Identify basic Grips department function H16
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Identify basic camera department function H17	Identify basic production office department function H18						
1 2 3 4	1 2 3 4						

WORK AS PART OF A TEAM
I

Take responsibility for own actions I1	Manage conflict I2	Accept feedback I3	Apply social skills I4	Respect diversity I5	Support co-workers I6	Develop trust I7	Provide feedback I8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Display a sense of humour I9							
1 2 3 4							

APPLY BASIC OFFICE SKILLS
J

Organize paper files J1	Use office software applications J2	Use spreadsheets J3	Use email J4	Use Internet J5	Manage computer files J6	Use Word processing software J7	Use office equipment J8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Apply basic phone etiquette J9	Follow basic office procedures J10						
1 2 3 4	1 2 3 4						