

## A BRIEF OVERVIEW OF WIDC WORK STUDY / VOLUNTEER CREW POSITIONS

The WIDC Prep, Production and Post Production Module (WIDC PPPM) simulates a professional production with ACTRA actors and DGC and IATSE crews, in a safe learning environment. The main focus of support for us all is to help facilitate the learning goals of the eight director participants. As a WIDC Work Study Volunteer Crewmember you will be afforded the opportunity to practice your communication and leadership skills throughout the workshop, during prep, on-set and even in your off-hours as we will all be living in residence on The Banff Centre campus.

While it is not a formally scheduled part of the workshop other than during the Orientation Days, you can avail yourself of opportunities to have one-on-one conversations with senior professionals and other WIDC personnel, where you can feel free to ask questions and discuss your own learning goals for WIDC and future career aspirations.

You will be invited and encouraged to provide feedback to the Workshop Administration in formal sessions as well as informally throughout the workshop. It is your responsibility to advise your dept. head of any concerns you might have and to follow up with a 1st AD and/or WIDC Producer if concerns are not addressed in a timely and satisfactory manner.

This is a hands-on experience and so appropriate clothing ('roll up your sleeves and get messy' work-clothes) and sensible foot wear are required. There are no outdoor shoots planned and The Banff Centre campus buildings are situated fairly close together however since you may wish to spend some time outdoors, cold weather gear is recommended as the weather may change without warning. Pack layers of clothing and perhaps one nice outfit for the wrap party at the end of the workshop. If you have a pouch belt (for carrying pens and other small supplies) please label it with your name and bring it along.

ALL participants must attend workshop "Housekeeping Sessions" where announcements, schedule updates and instructional materials will be distributed. During production days ALL participants will be asked to assist the Art Dept in changing the sets for each MAIN Scene and to assist the Art Dept during the final prep and wrap up days as well.

### **Job Descriptions by Department**

#### **ART DEPT ASSISTANT**

Under the leadership of the Production Designer / Art Director you will assist in gathering, organizing and in some instances building set pieces, props and related design elements for the MAIN Scene productions. Among other things, you will receive instruction and practice "On-set Continuity", "Set Etiquette" as pertains to your dept, as well as working with professional actors and crew. If you have your own scissors, staple gun, screw gun or other items please label them with your name and bring them along.

### WARDROBE ASSISTANT

Under the leadership of the Production Designer you will assist in gathering, organizing and in some cases building wardrobe for the cast of the MAIN Scenes. Among other things, you will receive instruction and practice "On-set Continuity", "Set Etiquette" as pertains to your dept, as well as working with professional actors and crew. If you have your own scissors, basic sewing gear or other items please label them with your name and bring them along.

### TRAINEE ASSISTANT DIRECTOR / PRODUCTION ASSISTANT

Under the leadership of DGC ADs you will assist in ensuring smooth communications and operations within the company including but not limited to preparation and distribution of schedules and other information, liaising with professional actors, crew and administration, escorting actors to and from set, make-up/hair, wardrobe; standing in; assuming the role of the 1<sup>st</sup> or 2<sup>nd</sup> AD when she/he must step off set, etc. You will receive instruction and practice "Set Etiquette" in general. If you have your own clip board please label it with your name and bring it along.

### SOUND RECORDIST/POST-PRODUCTION ENGINEER

Under the leadership of the Sound Mentor(s) you will receive instruction on "Set Etiquette" as pertains to your dept, and how to best capture sound on location. Also under the leadership of the Sound Mentor(s), the Sound Recordist is responsible for the recording of location sound. She/he will assist the Boom Operator as necessary and ensure that all appropriate sounds are recorded on location during production period. The Sound Recordist will also see the project through post-production where she/he will work with the director and Sound Mentor(s) on sound design, editing, and mixing of the final soundtrack.

### SOUND/BOOM OPERATOR

Under the leadership of the Sound Mentor(s) and later the Sound Recordist you will receive instruction on "Set Etiquette" as pertains to your dept, and how to best capture sound on location. With your Studio's Sound Dept you will meet with your directors to discuss Sound Design and assist with gathering/preparing sound elements as appropriate. You will have the opportunity to practice Boom Operation during warm-up Guerrilla Shoot Exercises as well as the MAIN Scene Exercises. You may wish to observe some of the post-production sound process as time permits.

### CAMERA TRAINEE

Under the leadership of the IATSE 1st Camera Assistant and other Camera Dept personnel, you will learn about and practice "Set Etiquette" as pertains to your dept. You will learn about and practice laying down and calling time marks for the camera as well as other related tasks of the 2nd Camera Assistant.

### GRIP/ELECTRIC SWING

Under the leadership of the IATSE Grips and Electrics you will learn about and practice "Set Etiquette" as pertains to your dept. You will learn about and practice lighting in a studio setting and as appropriate camera dollying, laying down tracks and other related tasks of both the grip and electrics depts.

### OTHER POSITIONS

Other positions such as Script Supervisor Trainee, may be added pending funding.