

CHIEF ASSISTANT DIRECTOR (AD)

Job Ref. No: #JDMPR1070

2023 - 2024



- ▶ Company Name : Moris Media Private Limited
- ▶ Designation : Chief Assistant Director (Ad)
- ▶ Job Type : Full Time
- ▶ Industry : Media/ Entertainment industry
- ▶ Department : Film Production
- ▶ Work Model : Remote
- ▶ Salary : ₹ 60,000 - ₹ 1,10,000



About **moris**media

Moris Media is a professionally managed public relations, digital marketing and reputation-management organisation with 12+ years of industry experience, recognised as one of the world's leading PR and digital marketing boutique agencies, working across 40+ countries.

Job Summary

Moris Media is seeking a highly skilled Film Chief Assistant Director (AD) to join our team for an upcoming OTT web series. In this role, you will be an integral part of the film production process, working closely with the director and other team members to ensure a successful shoot. As the Chief Assistant Director (AD), your primary responsibilities will include overseeing daily operations on set, managing crew members, and ensuring the director's vision is brought to life on screen. Additionally, you will be responsible for scheduling and planning shoots, managing the production budget, and maintaining continuity throughout the film. The ideal candidate will possess strong leadership skills, exceptional communication abilities, and the ability to prioritize and multitask in a fast-paced environment. As the Chief Assistant Director (AD), you will assist the director in executing the film's creative vision and ensuring that all production aspects are performed efficiently and effectively.

Primary Responsibilities

1. **Coordinating with the Director:** The Chief Assistant Director (AD) works closely with the director to ensure that their vision is realized on screen. They help to interpret the script, prepare shooting schedules, and plan rehearsals.
2. **Managing the Crew:** The Chief Assistant Director (AD) is responsible for managing the day-to-day operations of the film set. They oversee the crew, delegate tasks, and ensure that everyone is working together effectively.
3. **Planning and Scheduling:** The Chief Assistant Director (AD) is responsible for creating detailed schedules and plans for the shoot, including arranging for transportation and securing filming locations.
4. **Budgeting:** The Chief Assistant Director (AD) works closely with the production team to manage the budget for the film, ensuring that expenses are kept within budget and that resources are used effectively.
5. **Ensuring Safety:** The Chief Assistant Director (AD) is responsible for ensuring that the set is safe for all cast and crew members. They must be familiar with safety protocols and ensure that they are followed at all times.
6. **Managing Actors:** The Chief Assistant Director (AD) may work directly with actors to help them understand their roles and prepare for filming.
7. **Maintaining Continuity:** The Chief Assistant Director (AD) is responsible for ensuring that continuity is maintained throughout the film. They must pay attention to details such as wardrobe, hair, and makeup to ensure that each scene is consistent with the overall vision.
8. **Troubleshooting:** The Chief Assistant Director (AD) must be able to think on their feet and come up with creative solutions to unexpected problems that arise on set.
9. **Managing Post-Production:** The Chief Assistant Director (AD) may work closely with the editor to ensure that the final cut of the film is consistent with the director's vision.
10. **Collaboration:** Finally, the Chief Assistant Director (AD) must be able to work effectively as part of a team, collaborating with the director, producers, and other crew members to bring the film to life.

Required Skills

1. **Creativity:** A Chief Assistant Director (AD) must have a vivid imagination and the ability to create original, compelling storylines and characters.

2. **Strong Writing Skills:** Excellent writing skills are essential for a scriptwriter to create engaging and coherent screenplays.
3. **Knowledge of Screenwriting Structure:** Understanding the structure of screenplays and how they differ from other forms of writing is critical for success as a scriptwriter.
4. **Leadership:** A Chief Assistant Director (AD) must have strong leadership skills to manage and motivate the crew and to delegate tasks effectively.
5. **Communication:** Effective communication is crucial for coordinating with the director, cast, and crew and for providing clear instructions and feedback.
6. **Organizational Skills:** A Chief Assistant Director (AD) must be highly organized to manage the logistics of the shoot, such as scheduling, transportation, and location scouting.
7. **Time Management:** The ability to manage time effectively is essential for ensuring that the shoot stays on schedule and within budget.
8. **Attention to Detail:** A Chief Assistant Director (AD) must have a keen eye for detail to ensure that every shot is executed to the highest standard and that continuity is maintained throughout the film.
9. **Problem Solving:** A Chief Assistant Director (AD) must be able to think on their feet and come up with creative solutions to unexpected problems that arise on set.
10. **Technical Knowledge:** A good understanding of the technical aspects of filmmaking, such as lighting, sound, and camera work, is essential for working effectively with the rest of the crew.
11. **Adaptability:** The ability to adapt to changing circumstances and to work well under pressure is critical for success in this role.
12. **Safety Awareness:** A Chief Assistant Director (AD) must have a strong understanding of safety protocols and be able to ensure that the crew and cast are working in a safe environment.
13. **Teamwork:** Finally, the ability to work collaboratively as part of a team is crucial for success as a Chief Assistant Director (AD) in the film industry.

Qualifications & Experience

- Bachelor's degree in Film Production or related field
- Previous experience as an Assistant Director or Production Manager
- Knowledge of film production processes and protocols
- Strong organizational and time-management skills
- Excellent communication and interpersonal skills
- Ability to work effectively under pressure
- Experience with budgeting and scheduling software
- Proficiency in industry-standard software such as Final Draft and Movie Magic Scheduling

Apply Only Through the Official Job Page

Candidates must review the complete job description, eligibility requirements, work model, location and experience expectations before submitting accurate and updated information through the official application form.

Submitting an application does not guarantee shortlisting, an interview or employment. Moris Media does not request registration charges, security deposits, training fees or candidate payments through its official recruitment process.

 **APPLY ONLINE HERE**

Career Opportunities Across Borders



INDIA

Moris Media Private Limited

HR DEPARTMENT

✉ hr@morismedia.in



USA

Moris Media LLC

HR DEPARTMENT

✉ hr@morismedia.com



UAE

Moris Media LLC

HR DEPARTMENT

✉ hr@morismedia.ae



SAUDI ARAB

Moris Media LLC

HR DEPARTMENT

✉ hr@morismedia.com