



**Job Title: Assistant Art Director**  
**Department: Art Department**

### **Overview of Role**

The assistant art director (AAD) works closely with the art director (AD) and / or production designer (PD) to implement the visual concept and design of the production. They provide support in various aspects of production design, such as set design, art department coordination, set construction and location scouting. The AAD creates breakdowns of the script to determine art department needs for the shoot. They also create construction drawings according to design briefs, and arrange for models to be made of the sets or locations. They also carry out research needed at the planning stages of production, to help create the art department schedule.

### **Core Responsibilities:**

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

#### **1. Interpret the brief, research and prepare a design visualisation**

- Review the brief given by the PD or AD
- Conduct research and gather relevant information and references
- Sketch initial concepts and share their initial designs
- Refine the design and support with the creation of the visual presentation
- Assist the AD with design research
- Work with the AD, supervising art director (SAD) and PD to produce visualisations which will be presented to the director, producer, and other relevant heads of departments (HODs)

#### **2. Determine production design requirements**

- Record key information from the production design brief that could impact the design
- Assist with the production of key pieces of documentation including the breakdowns and work schedules
- Identify and agree priorities and resource implications for design requirements
- Evaluate key information relating to scenes, locations, and shooting schedules
- Check with the production team when information about the production is incomplete
- Identify functional elements, such as props, scenic design, and specialist requirements

- Check with other departments to see how their involvement might impact the work

### **3. Create drawings to meet production requirements**

- Follow PD / SAD / AD direction for drawings to be completed
- Assess and select drawing methods, media and relevant scale for producing drawings
- Consult with the AD / SAD about materials and techniques used to create the set, and how you can indicate this on your drawings
- Ensure drawings are accurately drawn showing elevations, sections and plans
- Share drawings with SAD / PD to check for final amendments and approval
- Store records and submit drawings to the art department assistants (ADA) for issuing, using the established storage system

### **4. Organise the creation of physical scale models**

- Ask the model maker or ADAs to create models of the sets as required
- Ensure the model shows all parts of the set that will be built, and indicate if visual effects will be required to extend the set, include any floating walls
- Discuss relevant materials to be used
- Ensure all of the design brief is shown in the model and fits the brief – review if it does not fit requirements

### **5. Assist with the build of sets and / or oversee own set**

- Monitor progress in the relevant departments, such as carpenters, painters, metal work, special effects, painters, and scenic artists
- Report progress on the build to the AD / SAD and PD
- Troubleshoot any issues, such as stage not fit for purpose, materials not arriving, or script changes
- Liaise with the locations department to make a schedule of works
- Support hand over to the standby art director

### **6. Organise, store and maintain art department assets and records**

- Confirm all drawings are logged on the art department server via the office asset manager or art department assistants
- Ensure that art department coordinator and assistant know the drawings / models are logged and ready for distribution

## **7. Support and develop junior colleagues**

- Develop a work plan with the AD / SAD for own workload and that of junior colleagues
- Check that junior colleagues understand the requirements of the brief, the work plan and schedule
- Confirm junior colleagues know how to use the necessary equipment and materials
- Provide advice and guidance as appropriate to enable work to be completed

### **Role Specific Skills:**

- Set breakdown and production documentation
- Produce physical or digital models
- Complete working drawings via CAD or hand-draughting based on knowledge of draughting and construction techniques
- Liaise with the AD / SAD to provide support for work tasks
- Liaise with other departments, working with the construction team to create sets

### **Other / Transferable Skills:**

- Communication: interpreting other's requirements and communicating requirements to other departments and colleagues
- Teamworking: collaborating within own and with other departments, liaising with construction department
- Networking: investing time in networking activities, building a network of business contacts and establishing rapport with others quickly and effectively
- Problem-solving: contingency planning and resolving issues with suggested designs so that productions remain on schedule

### **Attributes:**

- Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations, and escalates appropriately when necessary
- Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession

- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment
- Professional development: develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial