



PRODUCTION ASSISTANT WORKFORCE DEVELOPMENT SYLLABUS

Day 1: Introduction to Film Production

- Introduction to Film Production
- Overview of the Film Industry
- Introduction to the Role of a Production Assistant
- Safety Protocols on Set

Day 2: Office PA Responsibilities and Organization

- Responsibilities of an Office PA
- Managing Receipts and Production Orders
- Handling Petty Cash
- Effective Phone Etiquette
- Coordinating Lunch Orders and Runs
- Football Organization & Paperwork
- Start Paperwork Procedures
- Illinois Tax Credit Spreadsheet

Day 3: Set PA - On-Set Duties and Responsibilities

- Set Etiquette and Terminology
- Decoding the Call Sheet
- Radio and Walkie-Talkie Usage
- Basecamp PA Responsibilities
- Walkie PA Responsibilities
- Background PA Responsibilities
- Handling Talent and Crew Logistics
- Crowd Control and Safety

Day 4: Locations PA - Managing Set Locations

- Responsibilities of a Locations PA
- Scouting Locations (Crew Parking, Lunch Areas, etc.)
- Leaflets and Distribution

Day 5: Costume PA - Behind the Scenes of Wardrobe

- Role of a Costume PA
- Maintaining Costume Continuity
- Shopping and Returns Organization

Day 6: Camera PA - Assisting the Camera Department

- Duties of a Camera PA
- Camera Equipment and Terminology
- Assisting the Camera Department

Day 7: Accounting Clerk - Managing Finances on Set

- Accounting in Film Production
- Petty Cash Management
- Timecards and Payroll

Day 8: Art PA - A Glimpse into Art Department

- Role of an Art PA
- Art Department Workflow
- Set Decoration and Props

Day 9: Set Dec PA - Dressing Sets Creatively

- Role of a Set Dec PA
- Dressing and Decorating Sets
- Collaborating with the Art Department

Day 10: Props PA - Handling and Managing Props

- Role of a Props PA
- Assisting Actors
- Inventory Management

Day 11 & 12: On-Field Experience

- Participants gain real-world experience and a behind-the-scenes perspective of the magic of filmmaking.
- Engage in a diverse range of tasks to develop a well-rounded skill set.
- Gain practical experience that goes beyond theoretical learning, fostering a more comprehensive understanding of the subject matter.

Day 13 & 14: Personal Development and Industry Insights

- Resume Building and Review
- Mock Interviews and Feedback
- Networking and Industry Insights

Day 15: Job Fair - Networking and Resources

- Meet Industry Professionals
- Submit Resumes and Network
- Gain Insights into Job Opportunities in the Film Industry