



# Digital Media Skills and Opportunities Roadmap

Cypriot Version

Report prepared by CARDET

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# Road-map for Skills and Career Possibilities in the Digital Media/Film Sector- Worksheet

## 1. Aims of Road-map

The road-map for skills and career possibilities in the digital media/film sector was designed as a guidance tool for participants of the DLQ project and for those interested in a career in the digital media/film sector. It will show you the possibilities and opportunities that are available in Cyprus for a career in the digital media/film sector and will help you to decide if your interests and skills fit the job profile of the chosen role.

The road-map provides:

- an overview of the digital media/film sector in Cyprus
- a description of the 18 ACT-Roles in the DLQ project
- a description of paths and training opportunities in the digital media/film sector
- a detailed description of job profiles related to the field that are available in Cyprus

## 2. Description of the digital media/film sector in Cyprus

The digital media/film sector constitutes an emerging sector in Cyprus and it is only in the last few years that the demand for people trained in areas that are related to this sector is becoming more and more evident. Currently, there are quite a few opportunities for those eager to work in this sector; some of these opportunities include working as an actor, director, producer, editor, camera operator, production manager, writer, editor, hair and make-up artist, sound technician, lighting technician, costume and set designer etc. The potential employers for people interested in digital media/film sector include production companies (both TV and film), TV stations, advertising companies and radio stations. These are some of the key businesses that can employ people that are engaged with the digital media/film sector. Some of these professionals, i.e. editors, writers can be employed on a freelance basis. In Cyprus, usually work experience is considered crucial in this sector especially due to the high degree of competitiveness that exists and this is also one of the reasons that taking up internships/job placements before or upon completion of one's studies has gradually started to be considered a very important step that should be taken for a person's professional development. Normally, the exhibition of previous experience and

relevant qualifications in the sector would be enough for providing a career in this field. As it was previously stated this is an emerging and not very big sector, therefore, those interested in pursuing a relevant career in Cyprus, should be prepared to face strong competition.

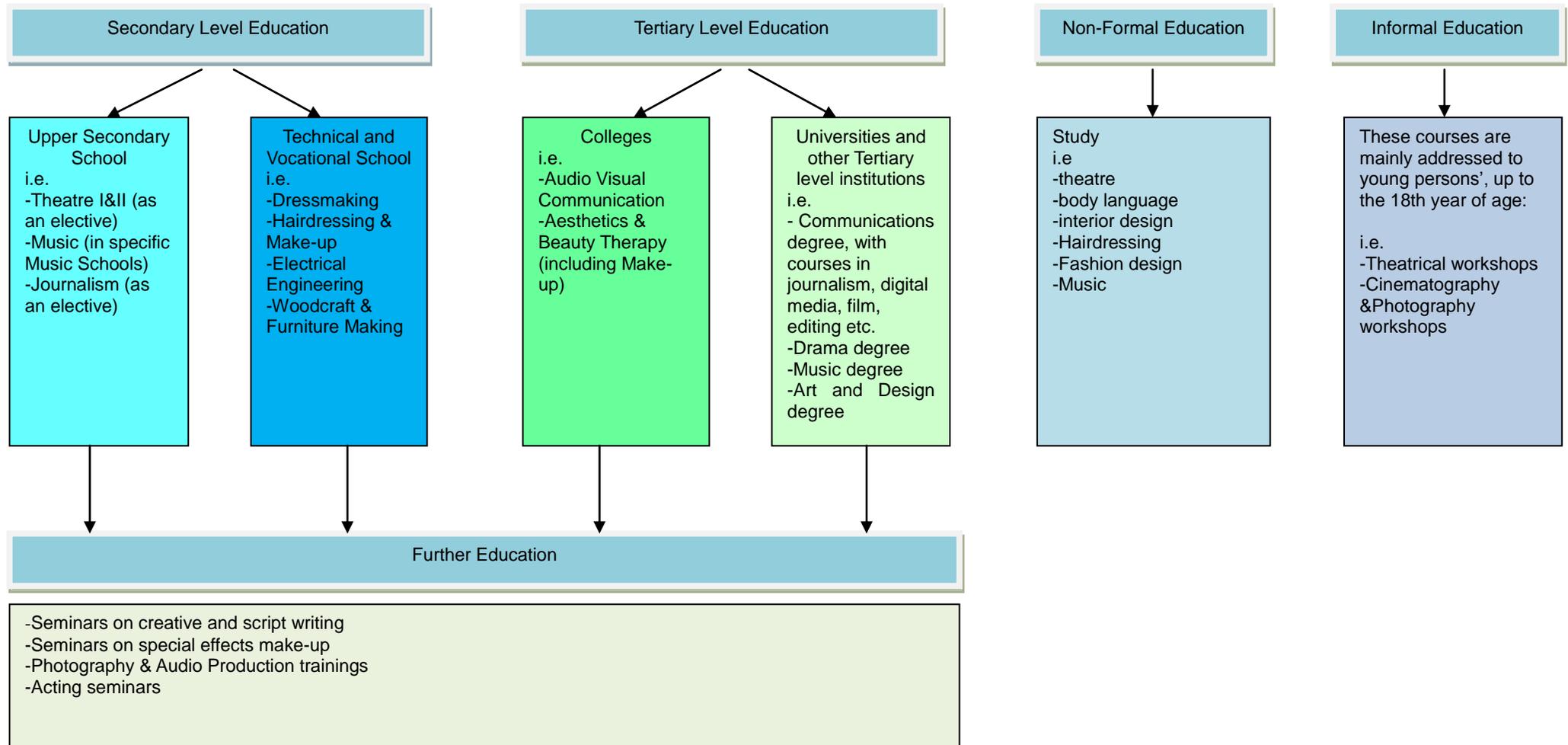
### 3. The 18 ACT-Roles

Administrative	Creative	Technical
Producer	Director	Camera Operator
Production Manager	Actor	Sound Technician
Assistant Director	Writer	Key grip
Researcher	Hair and Make-up Artist	Continuity
Distributor	Costume and Set design	Lighting Technician
Publicist	Composer	Editor

### 4. Overview of paths and training opportunities in the digital media/film sector in Cyprus

As it will be demonstrated later on, the training opportunities for digital media/film sector in Cyprus are limited and even though that there is a demand for all of the roles outlined earlier, there are no training opportunities for all of them. Especially when it comes to secondary education, both in Upper Secondary Schools as well as in Vocational and Technical Schools there are not many options for those interested in digital media/film sector and there are only some roles that could be partially addressed by the courses taught at this level.

## Job opportunities in the media sector



## 5. Detailed description of job profiles

<p><b>Job title</b> Producer</p>	
<p><b>Short description</b> The producer constitutes one of the most important if not the most important “player” in the film industry. The person that holds this post is at many times actively involved all the way through every key phase of the filmmaking process, and oversees each project from conception to completion and occasionally is also involved in the marketing as well as the distribution of the final product. Furthermore, he/she has the responsibility for arranging the funding for the film or any other project, as well as ensuring that the production will adhere to the limits set by the allocated budget. In addition, a producer is responsible for hiring the team which will produce the film as well as for ensuring that the film will be successful enough in order to be able to reimburse investors and, if possible, generate a profit.</p>	
<p><b>Job/task description</b></p> <ul style="list-style-type: none"> <li>• Raise funding</li> <li>• Commission writers</li> <li>• Pull together all those involved in the project with the aim to create a team</li> <li>• Secure rights to novels etc.</li> <li>• Communicate and discuss projects with sponsors</li> <li>• Budgeting and scheduling</li> <li>• Select key staff</li> <li>• Supervise the progress of the project</li> <li>• Hold frequent meetings with the director</li> <li>• Troubleshooting</li> <li>• Create and develop a network of contacts</li> </ul>	<p><b>Needed competencies and skills</b></p> <ul style="list-style-type: none"> <li>○ Leadership skills</li> <li>○ Interpersonal skills</li> <li>○ Marketing skills</li> <li>○ Entrepreneurship</li> <li>○ Management skills</li> <li>○ Ability to work under pressure</li> <li>○ Creativity</li> <li>○ Technical understanding</li> <li>○ Knowledge of film production</li> </ul>
<p><b>Training opportunities</b> Since there is no film academy in Cyprus, studying in a private college that offers an accredited diploma in a field such as Audio Visual Communication allows those holding this diploma to pursue a career in production. Furthermore, there is also the opportunity to</p>	<p><b>More information (links to materials)</b> General Information regarding the role and the skills of the producer were found at:  Cassidy, D. (2012), <i>The ACT (Administrative, Creative, Technical)</i></p>

pursue a 4 year Communications degree in a private University that provides students with broader skills required in the media sector, including the field of production. Also a degree in business might also be helpful for those interested in this role.

**General and indicative sources of information:**

[http://www.fit.ac.cy/index.php?option=com\\_content&view=article&id=198&Itemid=11](http://www.fit.ac.cy/index.php?option=com_content&view=article&id=198&Itemid=11)

<http://www.unic.ac.cy/academic-programmes/bachelor-degrees/bachelor-of-communications/>

*Input in Film Making.* Drogheda, Ireland: Timesnap

[http://www.prospects.ac.uk/television\\_film\\_video\\_producer\\_job\\_description.htm](http://www.prospects.ac.uk/television_film_video_producer_job_description.htm)

**Job title**

Production Manager

**Short description**

A production manager is the person that deals with the routine administrative management of the film production on set. This is the person that helps to decide the most efficient and cost-effective way to schedule shoots and discuss business deals in regards to crews and technical equipment. Furthermore, the production manager is the person that makes everyday decisions and ensures that the production runs smoothly, and that the cast and crew have all the essential means to work without disruption. Production managers work long hours, and have to have the ability to react calmly under extreme pressure.

**Job/task description**

- Responsible for the expenditure of the “below-the-line” budget
- Help in the preparation of a draft budget
- Help the producer in the selection of crew and suppliers
- Help in the negotiation of pay rates
- Control production spending

**Needed competencies and skills**

- Problem solving skills
- Negotiating skills
- Communication skills
- Management skills
- Interpersonal skills
- Administrative skills

- Sign location releases
- Supervise and manage the progress of production
- Supervise the crew
- Hold frequent meetings with the producer
- Troubleshooting
- Deal with personnel issues

- Organisational skills
- Planning skills
- Excellent communication skills
- Knowledge of film production

### Training opportunities

Due to the lack of a film academy in Cyprus, studying in a private college that offers an accredited diploma in a field such as Audio Visual Communication allows those holding this diploma to pursue a career as production managers. Furthermore, there is also the opportunity to pursue a 4 year Communications degree in a private University that provides students with broader skills required in the media sector, including the field of production management. Also a degree in business or management might also be helpful for those interested in this role.

### General and indicative sources of information:

[http://www.fit.ac.cy/index.php?option=com\\_content&view=article&id=198&Itemid=11](http://www.fit.ac.cy/index.php?option=com_content&view=article&id=198&Itemid=11)

<http://www.unic.ac.cy/academic-programmes/bachelor-degrees/bachelor-of-communications/>

[http://www.unic.ac.cy/nqContent.cfm?a\\_id=5697&ProgId=BAMGT&DegreeId=BACH&Year=2009&Semester=4Fall](http://www.unic.ac.cy/nqContent.cfm?a_id=5697&ProgId=BAMGT&DegreeId=BACH&Year=2009&Semester=4Fall)

### More information (links to materials)

General Information regarding the role and the skills of the production manager:

Cassidy, D. (2012), *The ACT (Administrative, Creative, Technical) Input in Film Making*. Drogheda, Ireland: Timesnap

[http://www.creativeskillset.org/film/jobs/production/article\\_3878\\_1.asp](http://www.creativeskillset.org/film/jobs/production/article_3878_1.asp)

<p><b>Job title</b> Assistant Director</p>	
<p><b>Short description</b> The assistant director is practically the right hand person of the director. This person normally undertakes the practical work in order to allow the director to concentrate on the creative aspects of a given project. The assistant director has the responsibility for the co-ordination of the production as well as the management of the cast and the crew. At many times there are more than one assistant directors; one is usually working closer to the director and the other/s are responsible for more administrative issues such as providing information to cast and crew regarding logistics as well as the creation of the filming schedule.</p>	
<p><b>Job/task description</b></p> <ul style="list-style-type: none"> <li>• Divide the script into a shot-by-shot storyboard</li> <li>• Work closely with the director to decide the shoot order</li> <li>• Plan the general shooting schedule</li> <li>• Supervise the cast and the crew</li> <li>• Manage the hiring of locations, equipment etc.</li> <li>• Keep everyone on alert</li> <li>• Responsible for issues of health and safety both on set and on location</li> </ul>	<p><b>Needed competencies and skills</b></p> <ul style="list-style-type: none"> <li>○ Supervisory skills</li> <li>○ Problem solving skills</li> <li>○ Leadership skills</li> <li>○ Administrative skills</li> <li>○ Information technology skills</li> <li>○ Time keeping</li> <li>○ Communication skills</li> <li>○ Ability to work to deadlines</li> <li>○ Ability to work on own initiative and under pressure</li> <li>○ Ability to multi-task</li> <li>○ Authoritative motivator</li> <li>○ Approachable team player</li> <li>○ Diplomacy skills</li> </ul>
<p><b>Training opportunities</b> Unlike other posts in the digital media/film sector, the role of assistant director does not require a specific type of qualification. Furthermore, in Cyprus there are no organised training opportunities for this role. Therefore, those interested in this role can gain valuable experience by working on set and on location. Taking up business or management courses might help those interested in this role, however as it was previously mentioned</p>	<p><b>More information (links to materials)</b> General Information regarding the role and the skills of the assistant director:  Cassidy, D. (2012), <i>The ACT (Administrative, Creative, Technical) Input in Film Making</i>. Drogheda, Ireland: Timesnap  <a href="http://www.creativeskillset.org/film/jobs/direction/article_3885_1.asp">http://www.creativeskillset.org/film/jobs/direction/article_3885_1.asp</a></p>

there is no requirement for a specific type of qualification.

### Job title

Researcher

### Short description

The researcher is the person that conducts research in relation to a given project. For instance, the responsibilities of this person could include historical research so as to make sure that a film set in antiquity for instance, is represented accurately. Researchers, gather, validate, and organise information for film and television productions. In these productions, researchers can be engaged in various activities such as verifying the information that was used in the film is accurate (i.e. period costumes, architecture etc.), as well as examination of the archives, videos and photographic material utilised in documentaries.

### Job/task description

- Work closely with the producer, director, presenter, writer in order to examine the research requirements of a given project
- Express research findings to others in an accurate manner often in the form of reports and briefings
- Search for facts and figures related to a given project
- Secure permissions for copyrighted material

### Needed competencies and skills

- Research skills
- Critical thinking
- Administrative skills
- Information technology skills
- Initiative
- Ability to work to deadline
- Resourceful and motivated
- Awareness of legal and ethical principles regarding media and copyright

### Training opportunities

There is no specific study for those interested in the role of researcher and sometimes work experience counts more than a degree. Nevertheless, some degrees such as journalism, public relations, history, communications and media might increase the chances of securing a job as a researcher, either for film or television productions. However, as it was previously stated experience in this sector is very important, therefore those interested in this role should seek internship opportunities with a

### More information (links to materials)

General Information regarding the role and the skills of the researcher:

Cassidy, D. (2012), *The ACT (Administrative, Creative, Technical) Input in Film Making*. Drogheda, Ireland: Timesnap

[http://www.prospects.ac.uk/programme\\_researcher\\_broadcasting\\_film\\_video\\_job\\_description.htm](http://www.prospects.ac.uk/programme_researcher_broadcasting_film_video_job_description.htm)

production company (film, TV) or a TV station.

**General and indicative sources of information:**

<http://www.schools.ac.cy/eyliko/mesi/Themata/dimosiografia/index.html>

[http://www.prospects.ac.uk/programme\\_researcher\\_broadcasting\\_film\\_video\\_entry\\_requirements.htm](http://www.prospects.ac.uk/programme_researcher_broadcasting_film_video_entry_requirements.htm)

<http://www.cut.ac.cy/cis/studies/undergraduate/?languageId=2>

<http://www.filmblades.com/>

<http://www.filmworks.com.cy/>

<http://www.koumidesproductions.com/#!/home>

TV stations available online:

<http://www.ant1iwo.com/>

<http://www.cybc.com.cy/>

<http://www.sigma.com.cy/>

**Job title**

Distributor

**Short description**

The distributor is the person that ensures the film or any other project related to digital media achieves sales. This person is responsible

for informing the widest possible audience about the release of a given film. A distributor usually competes for securing the rights to release films and has to make sure that he/she has the ability to persuade film makers to represent their work. Furthermore, he/she has to communicate with film makers, producers, publicists, and advertising companies, to sell the film to TV stations, cinema operators, online broadcasters and film festivals. A distributor works on a commission-of-sales basis.

<p><b>Job/task description</b></p> <ul style="list-style-type: none"> <li>• Network with potential buyers</li> <li>• Secure the rights to release films</li> <li>• Liaise with a range of media professionals</li> <li>• Generate an original release plan for every project</li> <li>• Supervise the accountancy procedures of films</li> <li>• Offer marketing plan, expenditure evaluation, revenue breakdown, forecasts reports to studios and/or producers</li> </ul>	<p><b>Needed competencies and skills</b></p> <ul style="list-style-type: none"> <li>○ Sales and marketing skills</li> <li>○ Networking skills</li> <li>○ Interpersonal skills</li> <li>○ Information technology skills</li> <li>○ Administrative skills</li> <li>○ Inventiveness</li> <li>○ Critical thinking</li> <li>○ Market knowledge</li> <li>○ Financial skills</li> <li>○ Negotiating skills</li> </ul>
<p><b>Training opportunities</b></p> <p>There are no specific training opportunities available for distributors in Cyprus, and it is difficult to say that in order for one to become a distributor a specific degree is needed. Nevertheless, those interested in these role they can follow paths in the fields of Business, Finance, Marketing. Furthermore, working for a distribution company can provide those interested in this role with valuable experience which can help them progress to this role in the future.</p>	<p><b>More information (links to materials)</b></p> <p>General Information regarding the role and the skills of the distributor:</p> <p>Cassidy, D. (2012), <i>The ACT (Administrative, Creative, Technical) Input in Film Making</i>. Drogheda, Ireland: Timesnap</p> <p><a href="http://www.creativeskillset.org/film/jobs/distribution/article_4157_1.asp">http://www.creativeskillset.org/film/jobs/distribution/article_4157_1.asp</a></p>

<p><b>Job title</b> Publicist</p>
<p><b>Short description</b></p>

The publicist is the person that serves as the channel of communication between the producer, cast, crew and the media for the duration of the filmmaking. At some stage of the filming procedure a digital press pack (DPP) is produced. This pack consists of photographs taken on set, biographies of the cast and the director, posters, logos and other press material. The engagement of the publicist with the film can begin from a very early phase, for instance he/she can send out press releases even before the start of the actual filming procedure, in order to trigger interest in the project. The aim of the publicist is to attract as much media attention as possible.

### Job/task description

- In charge for press and publicity budgets set by the producers of the project
- Issue press releases informing the public about the project
- Generate public interest for the project
- Responsible for the amount of information released each time so that the film will attract sufficient press coverage with its release
- Arrange on set visits of selected journalists
- Prepare a list of cast and crew
- Produce a long and a short précis of the film

### Needed competencies and skills

- Writing skills
- Interpersonal skills
- Communication skills
- Creative thinking ability
- Networking ability
- Information technology skills
- Administrative skills
- Organisational skills
- Ability to work to deadlines
- Ability to sell ideas
- Very good knowledge of film media

### Training opportunities

There is no specific degree that a person interested in this role has to pursue in order to become a publicist, nevertheless some degrees such as Communications, Media, Public Relations etc., could be more appropriate for those wishing to become publicists. Unfortunately, there are no training opportunities that specifically focus on the role of publicist; however, taking on internships in the field can be helpful in terms of familiarising oneself with this role.

### General and indicative sources of information:

<http://www.unic.ac.cy/academic-programmes/bachelor-degrees/bachelor-of-public-relations-advertising-marketing/>

### More information (links to materials)

General Information regarding the role and the skills of the publicist:

Cassidy, D. (2012), *The ACT (Administrative, Creative, Technical) Input in Film Making*. Drogheda, Ireland: Timesnap

[http://www.creativeskillset.org/film/jobs/publicity/article\\_4776\\_1.asp](http://www.creativeskillset.org/film/jobs/publicity/article_4776_1.asp)

<http://www.cut.ac.cy/cis/studies/undergraduate/?languageId=2>

**Job title**

Director

**Short description**

The director serves as the key connection point between the production, the technical as well as the creative teams. This is the person responsible for the artistic interpretation of the film's script into images and sounds, and he/she is also responsible for envisioning and identifying the style and structure of the project; a director is the person that acts as a storyteller as well as a team leader in order to realise this vision. A director works individually with every actor and tries to secure convincing performances in order to bring the story alive. Except from the actors, the director also works closely with the director of photography (DP) in order to capture the scenes in a proper visual manner and with the editor. Furthermore, as the ultimate creative role has a say in the music of the film, the titles and graphics.

**Job/task description**

- Interpret the script
- Generate storyboards
- Supervise technical issues such as camera shots; the use of lighting
- Directing actors
- Select cast, locations and crew
- Direct rehearsals
- Close communication with the editor
- Close communication with the producer at specific stages, for instance at the editing stage of the final "cut"
- Supervise the work of the rest of the production staff and assign tasks accordingly so as to complete the final production

**Needed competencies and skills**

- Creative vision
- Dedication and commitment
- Strong interpersonal skills
- Leadership skills
- Story-telling ability
- Ability to work under pressure
- Understanding of the film making process as a whole
- Attention to detail

**Training opportunities****More information (links to materials)**

In Cyprus there is no film school that one can study to become a director and the opportunities for trainings are rare and most of the times are targeted to professionals. It is important to know that even though a relevant degree in this subject would be helpful, formal qualifications are not essential in order to become a director. Also it is important to know that people from different backgrounds, such as camera, editing etc., can become directors; practical experience gained in these fields can help those interested in this role to pursue a career as directors. Therefore, those studying or working as a camera operators or editors for instance are not excluded from becoming directors just because they do not hold a degree in this specific field. Furthermore, occasionally workshops and training courses targeting younger people are organised by local municipalities and various organisations.

**General and indicative sources of information:**

<http://www.koumidesproductions.com/#!/about-us>

[http://www.fit.ac.cy/index.php?option=com\\_content&view=article&id=198&Itemid=11](http://www.fit.ac.cy/index.php?option=com_content&view=article&id=198&Itemid=11)

<http://www.cypruscommunitymedia.org/>

[http://www.politistiko-ergastiri.org/index.php?option=com\\_content&view=category&layout=blog&id=41&Itemid=217](http://www.politistiko-ergastiri.org/index.php?option=com_content&view=category&layout=blog&id=41&Itemid=217)

General Information regarding the role and the skills of the director:

Cassidy, D. (2012), *The ACT (Administrative, Creative, Technical) Input in Film Making*. Drogheda, Ireland: Timesnap

[http://gradseastfair.prospectsnets.com/p/types\\_of\\_job/film\\_director\\_job\\_description.jsp](http://gradseastfair.prospectsnets.com/p/types_of_job/film_director_job_description.jsp)

[http://www.creativeskillset.org/film/jobs/direction/article\\_3880\\_1.asp](http://www.creativeskillset.org/film/jobs/direction/article_3880_1.asp)

**Job title**

Actor/Narrator/Presenter

### Short description

The actor has the responsibility to bring a script to life by interpreting it under the instructions of the director. Actors can work in the Theatre, in Cinema, TV and radio and it is important to know that even though that the skills required in each of these mediums of expression are similar, some of these need specific skills. More specifically, as far as films are concerned, an actor has to be very adaptable so as to be able to adjust him/herself to the differing requirements that different film genres entail. An actor should be able to depict human emotions in a convincing manner while at the same time memorising lines and technical instructions. Furthermore, this person must be able to express him/herself through body language. On the other hand, the narrator addresses directly to the viewer, revealing to them a part or the entire story that is unfolding in the film. Presenters are comparable to narrators however; they appear on screen and talk directly to the camera.

### Job/task description

- Work closely with an agent
- Prepare for and attend upcoming auditions
- Learn lines and rehearsing for upcoming roles
- Perform in a studio, or on location
- Explore and carry out research for some roles

### Needed competencies and skills

- Body language skills
- Communication skills
- Ability to memorise lines
- Ability to take instruction
- Ability to work with a team
- Creativity (so as to develop their own performance)
- Confidence
- Versatility
- Clear speech

### Training opportunities

The study in a Drama School is very important in the case of actors since it provides them with skills that will be required in their future career. In Cyprus there is only one Drama School that is accredited by the Cypriot Ministry of Education, nevertheless, there are various opportunities for those interested in acting. Those still at school have the chance to attend theatre courses. Also there are other opportunities for attending theatrical workshops and theatre classes in various private schools that mainly address to younger people, or theatre and body language courses organised by the public Adult Education Centres. Furthermore, occasionally acting

### More information (links to materials)

General Information regarding the role and the skills of the actor:

Cassidy, D. (2012), *The ACT (Administrative, Creative, Technical) Input in Film Making*. Drogheda, Ireland: Timesnap

[http://www.prospects.ac.uk/actor\\_job\\_description.htm](http://www.prospects.ac.uk/actor_job_description.htm)

[http://www.creativeskillset.org/film/jobs/performing/article\\_4711\\_1.asp](http://www.creativeskillset.org/film/jobs/performing/article_4711_1.asp)

seminars that address to professional actors are also taking place in Cyprus.

**General and indicative sources of information:**

<http://www.satiriko.com/DRAMASCHOOL.html>

<http://www.satiriko.com/WORKSHOPS.html>

<http://www.centrestage-arts.com/dramaschool.php>

<http://www.reamadellaioannidou.com/actStudio.php?&langid=1>

[http://www.politistiko-ergastiri.org/index.php?option=com\\_content&view=article&id=106:2010-09-02-05-38-48&catid=42:general&Itemid=213](http://www.politistiko-ergastiri.org/index.php?option=com_content&view=article&id=106:2010-09-02-05-38-48&catid=42:general&Itemid=213)

[http://www.cystat.gov.cy/mof/cystat/statistics.nsf/All/4A240F088B34155BC22577E4002C70CD/\\$file/EDUCATION-0910-120112.pdf?OpenElement](http://www.cystat.gov.cy/mof/cystat/statistics.nsf/All/4A240F088B34155BC22577E4002C70CD/$file/EDUCATION-0910-120112.pdf?OpenElement)

**Job title**

Writer

**Short description**

The writer is the person who is responsible for the development of the narrative, the writing of the script and the delivering of the script in the required format for a film or a TV programme. In some instances it might be necessary for the writer to collaborate with the director and the producer to re-write parts of the script both before the start of the shooting as well as after the shooting process starts. Most of the times writers are working on a freelance basis.

**Job/task description**

**Needed competencies and skills**

<ul style="list-style-type: none"> <li>• Communicate with producers, directors</li> <li>• Select the theme of the film based on personal interest or commissioned by a producer</li> <li>• Carry out research</li> <li>• Work together with the members of the script development team</li> <li>• Rewrite and adapt material</li> </ul>	<ul style="list-style-type: none"> <li>○ Creativity and imagination</li> <li>○ Good writing skills</li> <li>○ Discipline</li> <li>○ Ability to work alone</li> <li>○ Ability to work to deadline</li> <li>○ Ability to work with a team</li> <li>○ Organisational skills</li> <li>○ Research skills</li> <li>○ Typing skills</li> </ul>
<p><b>Training opportunities</b> Even though that formal training is not a requirement, those interested in this role could attend private courses on creative writing and script writing which allows them get a more concrete idea on how to write a script for a film or a TV programme.</p> <p><b>General and indicative sources of information:</b></p> <p><a href="http://www.dimiourgiki-grafi.com/">http://www.dimiourgiki-grafi.com/</a></p> <p><a href="http://www.unic.ac.cy/academic-programmes/bachelor-degrees/bachelor-of-communications/">http://www.unic.ac.cy/academic-programmes/bachelor-degrees/bachelor-of-communications/</a></p>	<p><b>More information (links to materials)</b> General Information regarding the role and the skills of the writer:</p> <p>Cassidy, D. (2012), <i>The ACT (Administrative, Creative, Technical) Input in Film Making</i>. Drogheda, Ireland: Timesnap</p> <p><a href="http://www.prospects.ac.uk/writer_job_description.htm">http://www.prospects.ac.uk/writer_job_description.htm</a></p> <p><a href="http://www.creativeskillset.org/film/jobs/script/article_4057_1.asp">http://www.creativeskillset.org/film/jobs/script/article_4057_1.asp</a></p>

<p><b>Job title</b> Hair and Make-up Artist</p>
<p><b>Short description</b> In many productions the roles of hair and make-up artist are usually separated, however, in micro-budget film projects, the two roles are performed by the same person. Generally, these two professionals work in order to enhance the actors' aesthetic look; however on a film set they might be working to achieve the opposite if the theme of the film requires doing so. Hair and make-up are two crucial elements in the general design of film and TV productions, creating a distinctive appearance for the characters based on the social</p>

class, age, time period as well as other necessary elements in order to produce the desired illusion.

### Job/task description

- Create make-ups and hairstyles that meet production requirements
- Work with wigs, facial as well as artificial hair
- Might be necessary to attach prosthetics as required
- Work with numerous actors during the shoot
- Look after actors during their scenes

### Needed competencies and skills

- Creative vision
- Ability to work under pressure
- Ability to work long hours
- Good eye for detail
- Communication skills
- Practical skills demanded by the particular role

### Training opportunities

Hair and make-up artists should have achieved at least a vocational diploma in hairdressing and make-up, therefore those interested in these roles, have to attend relevant courses, either in a college or in specialised art schools that offer these courses.

### General and indicative sources of information:

[http://www.kes.ac.cy/easyconsole.cfm/page/courses48/course\\_id/48](http://www.kes.ac.cy/easyconsole.cfm/page/courses48/course_id/48)

[http://www.cycollege.ac.cy/easyconsole.cfm/id/1186/program\\_id/47](http://www.cycollege.ac.cy/easyconsole.cfm/id/1186/program_id/47)

[http://www.intercollege.ac.cy/nqcontent.cfm?a\\_id=2535](http://www.intercollege.ac.cy/nqcontent.cfm?a_id=2535)

<http://www.reamadellaioannidou.com/actStudio.php?&langid=1>

[http://www.cystat.gov.cy/mof/cystat/statistics.nsf/All/4A240F088B34155BC22577E4002C70CD/\\$file/EDUCATION-0910-120112.pdf?OpenElement](http://www.cystat.gov.cy/mof/cystat/statistics.nsf/All/4A240F088B34155BC22577E4002C70CD/$file/EDUCATION-0910-120112.pdf?OpenElement)

### More information (links to materials)

General Information regarding the role and the skills of hair and make-up artist:

Cassidy, D. (2012), *The ACT (Administrative, Creative, Technical) Input in Film Making*. Drogheda, Ireland: Timesnap

[http://www.creativeskillset.org/film/jobs/hair\\_and\\_makeup/article\\_4094\\_1.asp](http://www.creativeskillset.org/film/jobs/hair_and_makeup/article_4094_1.asp)

<p><b>Job title</b> Costume and Set design</p>	
<p><b>Short description</b> In many productions the roles of costume and set design are separated, however, in micro-budget films these roles can be performed by the same person. Costume design ensures that the style and colours work well on film or it may involve the search for particular costumes or clothes suitable to a time in history or a specific country. Set design can entail the recreation of a location/space such as a hotel room in order to look authentic or it may entail the use of décor in order to create a specific atmosphere to fit with the director's vision for the film.</p>	
<p><b>Job/task description</b></p> <ul style="list-style-type: none"> <li>• Research pertaining costume styles</li> <li>• Close collaboration with actors; discuss costumes ideas with them</li> <li>• Discuss costume and set design ideas with the director through the use of sketches</li> <li>• Make certain that correct financial records are kept</li> <li>• Set and Costume designers are responsible for the selection of suitable suppliers</li> <li>• Create special mood and atmosphere</li> </ul>	<p><b>Needed competencies and skills</b></p> <ul style="list-style-type: none"> <li>○ Creativity</li> <li>○ Imagination</li> <li>○ Good research skills</li> <li>○ Flair for fashion and design</li> <li>○ Attention to detail</li> <li>○ Initiative</li> <li>○ Ability to work under pressure</li> <li>○ Ability to work to a budget</li> </ul>
<p><b>Training opportunities</b> An excellent level of design skills is required for both of these roles and thus, a diploma or a degree in fields such as theatre and costume design, fashion design, furniture design, interior design will be able to help those interested in these two roles to pursue a career in these fields. There are also some opportunities in vocational schools for those interested in dressmaking.</p> <p><b>General and indicative sources of information:</b></p>	<p><b>More information (links to materials)</b> General Information regarding the role and the skills of costume and set design:  Cassidy, D. (2012), <i>The ACT (Administrative, Creative, Technical) Input in Film Making</i>. Drogheda, Ireland: Timesnap</p>

<http://www.aigaia.com.cy/index.php?pageid=104&lang=en>

<http://www.aigaia.com.cy/index.php?pageid=7&lang=en>

[http://www.cystat.gov.cy/mof/cystat/statistics.nsf/All/4A240F088B34155BC22577E4002C70CD/\\$file/EDUCATION-0910-120112.pdf?OpenElement](http://www.cystat.gov.cy/mof/cystat/statistics.nsf/All/4A240F088B34155BC22577E4002C70CD/$file/EDUCATION-0910-120112.pdf?OpenElement)

[http://www.moec.gov.cy/mtee/theor\\_endysis.html](http://www.moec.gov.cy/mtee/theor_endysis.html)

### Job title

Composer

### Short description

The composer is the person that creates original music for the film, usually after the end of shooting and editing. The music created by the composer needs to be consistent with the emotions that the director is aiming to evoke in the audience.

### Job/task description

- Write original music for a film or TV programme
- Work closely and discuss with the director as far as music for the film is concerned
- Make sure that the music he/she is preparing is suitable for the theme of the film
- Arrange the electronic parts of the score for the recording phase

### Needed competencies and skills

- Musical ability
- Creativity
- Collaboration
- Initiative
- Ability to work under pressure
- Ability to work with new technology

### Training opportunities

Music education is very important for those that would like to compose; and there are opportunities for those that are willing to pursue a degree in Music to do so in Cyprus. Most of the times composers hold some form of music qualification nevertheless, talent is more important than qualifications.

### General and indicative sources of information:

<http://mousiko-scholeio-lef.schools.ac.cy/joomla/>

[http://www.euc.ac.cy/easyconsole.cfm/id/174/dep/163/program\\_id/30](http://www.euc.ac.cy/easyconsole.cfm/id/174/dep/163/program_id/30)

<http://www.unic.ac.cy/academic-programmes/bachelor-degrees/bachelor-of-music/>

<http://www.artemusic.org/index.php/englishprofile>

<http://www.artemusic.org/images/pdfstudies/studies.pdf>

### More information (links to materials)

General Information regarding the role and the skills of the composer:

Cassidy, D. (2012), *The ACT (Administrative, Creative, Technical) Input in Film Making*. Drogheda, Ireland: Timesnap

[http://www.creativeskillset.org/film/jobs/music/article\\_3861\\_1.asp](http://www.creativeskillset.org/film/jobs/music/article_3861_1.asp)

### Job title

Camera Operator

### Short description

A camera operator is the person that operates the camera. Usually camera operators support the Director of Photography (DP) and the

director, who are the persons in charge for giving instructions in terms of shot composition and development. In films with a small budget this role is carried out by the camera operator. This is usually the head technical person with the ability to assess how elements such as lighting, camera movement come together in order to produce the final piece of work.

#### Job/task description

- Work closely with DP and director
- Responsible (in collaboration with DP) for the position of the camera and other technical issues such as what lenses to use etc.
- In charge for every aspect of camera operation
- In charge of the relevant equipment
- Work closely with actors, giving them technical advice regarding on what should be seen by the camera

#### Needed competencies and skills

- Technical skills
- Good communication skills, exhibit sensitivity when working with actors
- Team playing skills
- Good eye for detail
- Flexibility
- High levels of strength
- Ability to work under pressure

#### Training opportunities

Even though that work experience is very important in this role, pursuing a relevant degree in media related communications degree which entails training in this role as well, could be valuable in future job search.

#### General and indicative sources of information:

[http://www.fit.ac.cy/index.php?option=com\\_content&view=article&id=198&Itemid=11](http://www.fit.ac.cy/index.php?option=com_content&view=article&id=198&Itemid=11)

<http://www.unic.ac.cy/academic-programmes/bachelor-degrees/bachelor-of-communications/>

#### More information (links to materials)

General Information regarding the role and the skills of the camera operator:

Cassidy, D. (2012), *The ACT (Administrative, Creative, Technical) Input in Film Making*. Drogheda, Ireland: Timesnap

[http://www.creativeskillset.org/film/jobs/camera/article\\_4688\\_1.asp](http://www.creativeskillset.org/film/jobs/camera/article_4688_1.asp)

<b>Job title</b> Sound Technician	
<b>Short description</b> This person has the responsibility of capturing clear audio throughout the shooting process. Furthermore, he/she identifies the sound requirements of a particular task and carries out the correct actions in order to produce a given sound. Film, TV, theatre, music, radio productions all require sound technician/s.	
<b>Job/task description</b> <ul style="list-style-type: none"> <li>• Assess the acoustics of a specific space</li> <li>• Responsible for capturing all sound on set or on location</li> <li>• Deal with unwanted sounds</li> <li>• In charge of all relevant equipment</li> </ul>	<b>Needed competencies and skills</b> <ul style="list-style-type: none"> <li>○ Ability to focus on a task</li> <li>○ Concentration</li> <li>○ Attention to detail</li> <li>○ Technical ability</li> <li>○ Audio awareness</li> </ul>
<b>Training opportunities</b> Even though that work experience is very important in this role, pursuing a relevant degree in media related communications degree which entails training in this role as well, could prove valuable in future job search.	<b>More information (links to materials)</b> General Information regarding the role and the skills of the sound technician:  Cassidy, D. (2012), <i>The ACT (Administrative, Creative, Technical) Input in Film Making</i> . Drogheda, Ireland: Timesnap  <a href="http://www.youthemployment.org.cy/assets/mainmenu/33/docs/Job%20Descriptions%20Booklet.pdf">http://www.youthemployment.org.cy/assets/mainmenu/33/docs/Job%20Descriptions%20Booklet.pdf</a>  <a href="http://www.prospects.ac.uk/sound_technician_broadcasting_film_video_job_description.htm">http://www.prospects.ac.uk/sound_technician_broadcasting_film_video_job_description.htm</a>
<b>General and indicative sources of information:</b>  <a href="http://www.fit.ac.cy/index.php?option=com_content&amp;view=article&amp;id=198&amp;Itemid=11">http://www.fit.ac.cy/index.php?option=com_content&amp;view=article&amp;id=198&amp;Itemid=11</a>  <a href="http://www.youthemployment.org.cy/assets/mainmenu/33/docs/Job%20Descriptions%20Booklet.pdf">http://www.youthemployment.org.cy/assets/mainmenu/33/docs/Job%20Descriptions%20Booklet.pdf</a>	

<b>Job title</b> Key grip	
<b>Short description</b> This the person responsible for set construction as well as the movement of the camera, since this role can entail things such as laying tracks for the camera to move.	
<b>Job/task description</b> <ul style="list-style-type: none"> <li>• Set construction</li> <li>• In charge of non-electrical equipment that change the light</li> <li>• Carry hand tools necessary for the required tasks</li> </ul>	<b>Needed competencies and skills</b> <ul style="list-style-type: none"> <li>○ Woodworking skills</li> <li>○ Basic electrician skills</li> <li>○ Problem solving skills</li> <li>○ Ability to work under pressure</li> </ul>
<b>Training opportunities</b> This role may not require a specific qualification but it is recommended to have a vocational qualification in a field such as woodcraft for instance. Work experience is again very important, especially in a relevant environment.  <b>General and indicative sources of information:</b>  <a href="http://www.moec.gov.cy/mtee/theor_xylourgikis_epiplopoiias.html">http://www.moec.gov.cy/mtee/theor_xylourgikis_epiplopoiias.html</a>  <a href="http://www.moec.gov.cy/mtee/theor_elektrologia.html">http://www.moec.gov.cy/mtee/theor_elektrologia.html</a>	<b>More information (links to materials)</b> General Information regarding the role and the skills of the key grip:  Cassidy, D. (2012), <i>The ACT (Administrative, Creative, Technical) Input in Film Making</i> . Drogheda, Ireland: Timesnap

<b>Job title</b> Continuity Person
<b>Short description</b>

This is the person responsible for ensuring the consistency of the scenes, either in films or TV programmes. For instance, if a scene is shot before dinner and then continued after dinner, the continuity person should ensure that nothing has been moved on the set and that the actors are wearing exactly the same clothes, have exactly the same style of hair and the same make up when shooting resumes.

<p><b>Job/task description</b></p> <ul style="list-style-type: none"> <li>• Responsible for maintaining the consistency between scenes</li> <li>• Taking pictures on set in order to make sure that everything is kept the same when the shooting resumes</li> </ul>	<p><b>Needed competencies and skills</b></p> <ul style="list-style-type: none"> <li>○ Attention to detail</li> <li>○ Observant</li> <li>○ Ability to concentrate</li> <li>○ Good memory</li> </ul>
<p><b>Training opportunities</b></p> <p>This role does not require a formal qualification since it is a role that is mainly based on competences that are not directly related with the acquisition of a specific qualification.</p>	<p><b>More information (links to materials)</b></p> <p>General Information regarding the role and the skills of the continuity person:</p> <p>Cassidy, D. (2012), <i>The ACT (Administrative, Creative, Technical) Input in Film Making</i>. Drogheda, Ireland: Timesnap</p>

<p><b>Job title</b></p> <p>Lighting Technician</p>	
<p><b>Short description</b></p> <p>The lighting technician use lamps to make available light on studio set or on location as well as may use reflectors to redirect existing light. Furthermore, this person makes sure that light sources of different temperatures can be matched with each other. The responsibilities of this role may differ according to the size of the production.</p>	
<p><b>Job/task description</b></p> <ul style="list-style-type: none"> <li>• Set up equipment ahead of shooting</li> <li>• Perform lighting tests</li> <li>• Position lighting equipment throughout shooting of the film,</li> </ul>	<p><b>Needed competencies and skills</b></p> <ul style="list-style-type: none"> <li>○ Attention to detail</li> <li>○ Good health and safety awareness</li> <li>○ Ability to work long hours</li> </ul>

<p>TV programme</p>	<ul style="list-style-type: none"> <li>○ Ability to work with a team</li> <li>○ Good eye for detail</li> </ul>
<p><b>Training opportunities</b> For this role a qualification as an electrician or a diploma in audio visual communication could be prove helpful for those eager to pursue this role.</p> <p><b>General and indicative sources of information:</b></p> <p><a href="http://www.moec.gov.cy/mtee/prakt_elektrologia.html">http://www.moec.gov.cy/mtee/prakt_elektrologia.html</a></p> <p><a href="http://www.fit.ac.cy/index.php?option=com_content&amp;view=article&amp;id=198&amp;Itemid=11">http://www.fit.ac.cy/index.php?option=com_content&amp;view=article&amp;id=198&amp;Itemid=11</a></p>	<p><b>More information (links to materials)</b> General Information regarding the role and the skills of the lighting technician:</p> <p>Cassidy, D. (2012), <i>The ACT (Administrative, Creative, Technical) Input in Film Making</i>. Drogheda, Ireland: Timesnap</p> <p><a href="http://www.creativeskillset.org/film/jobs/lighting/article_3896_1.asp">http://www.creativeskillset.org/film/jobs/lighting/article_3896_1.asp</a></p>

<p><b>Job title</b> Editor</p>	
<p><b>Short description</b> The person responsible for the editing takes the filmed sequences and with the use of computer software compiles the completed film. The editor makes sure that the story has a natural flow from start to end. He/she works long hours, most of the times under pressure, in an edit suite or cutting room. The producer employs the editor on a freelance basis.</p>	
<p><b>Job/task description</b></p> <ul style="list-style-type: none"> <li>● Work closely with the director</li> <li>● Make sure about the technical standards</li> </ul>	<p><b>Needed competencies and skills</b></p> <ul style="list-style-type: none"> <li>○ Computer software skills</li> <li>○ Audio/visual skills</li> </ul>

<ul style="list-style-type: none"> <li>• Choose the best takes and edit them together so as to generate scenes</li> </ul>	<ul style="list-style-type: none"> <li>○ Design skills</li> <li>○ Ability to work on own initiative</li> <li>○ Ability to work under pressure</li> <li>○ Ability to work long hours</li> <li>○ Attention to detail</li> </ul>
<p><b>Training opportunities</b>  The progression in this role is not very easy since this is a rather important post and usually the persons that are chosen by producers to perform the editing tasks are quite experienced. A degree in communications or audio visual communications that entail editing courses, could be a good starting point for those interested in this role.</p> <p><b>General and indicative sources of information:</b>  <a href="http://www.unic.ac.cy/academic-programmes/bachelor-degrees/bachelor-of-communications/">http://www.unic.ac.cy/academic-programmes/bachelor-degrees/bachelor-of-communications/</a></p> <p><a href="http://www.fit.ac.cy/index.php?option=com_content&amp;view=article&amp;id=198&amp;Itemid=11">http://www.fit.ac.cy/index.php?option=com_content&amp;view=article&amp;id=198&amp;Itemid=11</a></p>	<p><b>More information (links to materials)</b>  General Information regarding the role and the skills of the editor:</p> <p>Cassidy, D. (2012), <i>The ACT (Administrative, Creative, Technical) Input in Film Making</i>. Drogheda, Ireland: Timesnap</p> <p><a href="http://www.creativeskillset.org/film/jobs/post/article_4732_1.asp">http://www.creativeskillset.org/film/jobs/post/article_4732_1.asp</a></p>