



## GENERAL SERVICES ADMINISTRATION SERVICES

### FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsaadvantage.gov>*

**Schedule Title:** Multiple Award Schedule (MAS)

Large Category	Subcategory	PSC
Professional Services	Marketing and Public Relations	T006 R499 DD01 R701 T010

*For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [www.gsa.gov](http://www.gsa.gov)*

**Contract Number:** 47QRAA21D00A2

**Contract Period:** September 15, 2021 to September 14, 2026

**Contractor:** VIMBY, LLC

**Contractor's Administration Source:**

Eddie Van Pelt  
14225 Dickens St Apt 16  
Sherman Oaks, CA 91423  
Phone: 310-428-1667  
Email: [eddie@vimby.com](mailto:eddie@vimby.com)

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

**Business Size:** Small Business

*Prices shown herein are Net (Discount deducted)*



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**FEDERAL SUPPLY SERVICE**

**CUSTOMER INFORMATION:**

**1a. Awarded Special Item Numbers (SINs)**

SINs	SIN Title
512110	Video/Film Production
541430	Graphic Design Services
541511	Web Based Marketing
541613	Marketing Consulting Services
541922	Commercial Photography Services
541810ODC	Other Direct Costs for Marketing and Public Relations Services

**1b. Lowest Priced Model Number and Price For Each SIN: N/A**

**1c. Hourly & Service Rates:** See price list on page 7

**2. MAXIMUM ORDER:**

SINs	Maximum Order
512110	\$1,000,000.00
541430	\$1,000,000.00
541511	\$1,000,000.00
541613	\$1,000,000.00
541922	\$250,000.00
541810ODC	\$1,000,000.00

**3. MINIMUM ORDER: \$100**

**4. GEOGRAPHIC COVERAGE: Domestic**

**5. POINT(S) OF PRODUCTION: Same as contractor**

**6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted.**

**7. QUANTITY DISCOUNT(S):**



- 1% for each task order valued at \$25,000.00 - \$50,000.00
- 2% for each task order valued at \$51,000.00 - \$75,000.00
- 3% for each task order exceeding a valued of \$75,000.00

**8. PROMPT PAYMENT TERMS:** 1%, 10 days NET 30 Days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9. FOREIGN ITEMS:** Not Applicable

**10a. TIME OF DELIVERY:** Determined on the Task Order Level

**10b. EXPEDITED DELIVERY:** Contact contractor

**10c. OVERNIGHT AND 2-DAY DELIVERY:** Contact contractor

**10d. URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

**11. FOB POINT:** Destination

**12a. ORDERING ADDRESS:** Same as contractor

**12b. ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

**13. PAYMENT ADDRESS:** Same as contractor

**14. WARRANTY PROVISION:** Not Applicable

**15. EXPORT PACKING CHARGES:** N/A

**16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

**17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

**18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

**18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A



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19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 22b. **Section 508 Compliance for EIT:** N/A
23. **Unique Entity Identifier (UEI) Number:** 011635293
24. **Contractor has an active registration in the SAM database.**



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**PROFESSIONAL SERVICES WORK SCOPE**

SIN	SIN Title	Subcategory
512110	Video/Film Production	Marketing and Public Relations
<p><b>DESCRIPTION:</b> Services include writing, directing, shooting, arranging for talent/animation, narration, music and sound effects, duplication, distribution, video scoring; and editing.</p> <p>^^^Videotape and film production services will be provided to inform the public and Government agencies about the latest products, services, and/or issues in various outputs such as: industry standard formats, accessibility and video streaming development. Filming in studios, on location, live shows or events may also be required.</p> <p>^^^NOTE: Any commissions received for media placement will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.</p>		
SIN	SIN Title	Subcategory
541430	Graphic Design Services	Marketing and Public Relations
<p><b>DESCRIPTION:</b> Services include planning, designing, and managing the production of visual communication in order to convey specific messages or concepts, clarify complex information, or project visual identities.^^^These services can include the design of printed materials, packaging, advertising, signage systems, and corporate identification (logos) and can include commercial artists engaged exclusively in generating drawings and illustrations requiring technical accuracy or interpretative skills</p> <p>^^^Examples include commercial art, graphic design, special effects services that educate the consumer market about product(s) and/or service(s); updating, rewriting, and/or editing-pre existing materials: developing conceptual design and layouts, creating sketches, drawings, publication designs, and typographic layouts; and furnishing custom or stock artwork (including electronic artwork).</p> <p>^^^NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.</p>		
SIN	SIN Title	Subcategory
541511	Web Based Marketing	Marketing and Public Relations
<p><b>DESCRIPTION:</b> Services include, but are not limited to writing, modifying, testing, and supporting software to meet the needs of a particular customer. This can include website design and maintenance services, search engine development, email marketing, interactive marketing, web based advertising (including marketing and social media outlets), webcasting, video conferencing via the web, section 508 compliance, including captioning services, online media management; and related activities to web based services.</p> <p>^^^Media will be provided in a format that is compatible with the ordering agency's software requirements. Continual website updates and maintenance may also be required.</p> <p>^^^NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.</p>		



SIN	SIN Title	Subcategory
541613	Marketing Consulting Services	Marketing and Public Relations
<p><b>DESCRIPTION:</b> Services include providing operating advice and assistance on marketing issues, such as developing marketing objectives and policies, sales forecasting, marketing planning and strategy, and development of multi-media campaigns. Services relating to providing assistance with challenges, contests, and competitions, such as providing marketing and advertising support, assistance with conducting the challenge/contest/competition, facilitating events; and supporting the judging of events are included. The challenge/contest/competition may be to identify a solution to a particular problem or to accomplish a particular goal. Prizes or other incentives may be offered by customers to find innovative or cost-effective solutions to improving open government. Solutions may be ideas, designs, proofs of concept or finished products. SIN 541810ODC must be used in conjunction with the payment for prizes or other incentives.</p> <p>^^^NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.</p>		
SIN	SIN Title	Subcategory
541922	Commercial Photography Services	Marketing and Public Relations
<p><b>DESCRIPTION:</b> Services include photography which may be used for commercial advertisements and/or illustrations that will appear in books, magazines, and/or other forms of media such as: black and white, color photography, digital photography, aerial photography, architectural photography, still photographs, field and studio photography; and related photography services such as photo editing and high-resolution scans.</p> <p>^^^NOTE: Any commissions received for commercial photography services will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.</p>		
SIN	SIN Title	Subcategory
541810ODC	Other Direct Costs for Marketing and Public Relations Services	Marketing and Public Relations
<p><b>DESCRIPTION:</b> All Other Direct Costs (ODCs) proposed must be directly related and only purchased in conjunction with Marketing and Public Relations Subcategory services offered under these SINS: 512110, 541430, 541511, 541613, 541810, 541820, 541850, 541910, 541922, and 561920. ODCs shall be an integral part of the total marketing consulting services solution and shall not be the primary purpose of the work ordered. Items awarded under SIN 541810 ODC are not Order-Level Materials (OLMs). ODCs are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Possible ODCs may include: funding for payment of media spots on television/radio/social media, conference meeting space, prize payments, etc.</p> <p>^^^Travel and per diem are not considered ODCs.</p> <p>^^^NOTE: Any commissions received for Marketing and Public Relations Subcategory will either ^^t(a) be returned to the ordering agency or ^^t(b) applied as a credit to the cost of the project, ^^whichever the ordering agency prefers.</p>		



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**PROFESSIONAL SERVICES AWARDED PRICES**

SIN	Labor Category	Hourly Rate w/ IFF
541613, 541511	Account Coordinator	\$49.51
541613, 541511	Account Director	\$91.00
541613, 541511	Account Manager	\$66.01
512110, 541613, 541511	Art Director	\$123.77
512110	Assistant Camera	\$99.01
512110	Assistant Director	\$86.25
512110	Audio Supervisor	\$85.00
512110	Boom Operator	\$62.00
541922, 512110	Camera Operator	\$105.62
512110	Clearance Coordinator	\$61.00
541922, 512110	Color Correction Artist	\$249.55
512110	Copywriter	\$59.00
541922, 512110, 541613, 541511	Creative Director	\$157.00
512110	Director	\$125.00
541922	Director Photography**	\$120.00
541922, 512110	DIT (Digital Image Technician)	\$74.26
541430, 541922, 512110	Editor	\$103.00
541613, 541511, 512110	Executive Oversight	\$231.03
512110	Executive Producer	\$165.02
541922, 512110	Extra / Real Person Talent Stipend	\$41.26
512110	Field Producer	\$82.51
512110, 541922	Gaffer / Grip	\$75.00
541430, 541613, 541511	Graphic Designer/Motion GFX**	\$124.00
541922, 512110	Hair & Makeup Artist	\$73.00
512110	Line Producer	\$132.02
541922, 512110	Location Manager	\$82.51
541922, 512110	Location Scout	\$49.51
512110	Office Production Assistant	\$33.00
541922	Photographer**	\$123.77
541922, 512110	Post Production Supervisor	\$99.01
512110, 541613	Producer	\$99.01
512110	Production Accountant	\$85.81
512110	Production Assistant	\$33.00
512110	Production Coordinator	\$66.01
512110	Production Manager	\$99.01
512110, 541613, 541511	Researcher	\$45.00
512110	Script Supervisor	\$59.41
512110	2nd Assistant Director	\$75.00
541613, 541611, 512110	Set Dresser	\$99.01



512110	Stage Manager	\$112.00
512110	Storyboard Artist	\$82.00
541922, 512110	Stylist	\$70.00
541613	Subject Matter Expert	\$93.00
541922, 512110	Swing	\$99.01
512110	Teleprompter Operator	\$72.45
512110	Tech Director	\$118.82
512110	Travel Coordinator	\$59.41
512110	Voice Over Artist	\$368.94
541922, 512110	Assistant Editor	\$63.00
512110	Associate Producer	\$60.00
512110	Audio Mixer	\$198.03
541922, 512110	Casting Director	\$78.00
541922, 512110	Host Talent	\$136.00
512110	Supervising Producer	\$125.42
541922, 512110	Drone Operator	\$198.03
512110	Field Producer - Junior	\$66.01
541810ODC	Art Direction Supplies	\$37.78
541810ODC	Audio Supervisor Equipment	\$60.45
541810ODC	Boom Operator Equipment	\$52.90
541810ODC	Camera Operator Equipment	\$75.57
541810ODC	Director Photography Equipment	\$75.57
541810ODC	Editor Equipment	\$15.11
541810ODC	Gaffer / Grip Equipment	\$75.57
541810ODC	Motion GFX Equipment	\$75.57
541810ODC	Hair & Makeup Supplies	\$7.56
541810ODC	Stylist Supplies	\$7.56
541810ODC	Swing Equipment	\$30.23
541810ODC	Teleprompter Equipment	\$48.36
541810ODC	Set Dresser Supplies	\$37.78
541810ODC	Drone Camera Equipment	\$151.13
541810ODC	Assistant Editor Equipment	\$15.11
541810ODC	Audio Mix Equipment	\$45.34

#### SCA/SCLS Matrix

SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
Graphic Designer/Motion GFX	15080 - Graphic Artist	2015-5613
Photographer	13071 - Photographer I	2015-5613
Director of Photography	13074 - Photographer IV	2015-5613

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).





## PROFESSIONAL SERVICES AWARDED LABOR CATEGORY & SERVICE DESCRIPTIONS

Labor Category	Labor Category	Minimum Education	Minimum Years of Experience	Applicable Training
Account Coordinator	Responsible to work closely with the Account Management team to ensure that client needs are met. Duties include project tracking, marketing campaign development, web based and social strategies, administration, research and handling budgets. The position encompasses administration, project tracking duties, research and handling budgets.	Bachelors	2	None
Account Director	Works closely with Account Management team to ensure that campaigns are on time, within budget and achieve the strategic brand objectives. Helps plan, coordinate and implement marketing plans, strategize on web-based marketing development, and oversees marketing teams who are developing campaigns	Bachelors	2	None
Account Manager	Responsible for ensuring that customer needs are translated properly and understood by all internal departments that may handle any issues pertaining to the client's work. Acts as a link between the agency and its clients, and they are responsible for assessing a client's needs, compare against overall marketing strategy, and finding ways to meet them in order to maintain good relationships.	Bachelors	4	None
Art Director	Collaborates with the Director and DP to determine what elements are needed to create the look and feel of the set as well as any web based aesthetics. Determines the style and look the sets should have making sure they are consistent with the overall marketing plan. Typically they hire and supervise a staff of assistant art directors or set designers to complete designs.	Bachelors	4	None
Assistant Camera	Responsible for all camera equipment. Set up and breaking down of all gear including cameras, lenses, filters, mattebox, follow focus, tripods, hi hats, etc. Assist camera operator with adjusting camera settings, pulling focus, changing lenses, and recording media.	High School	2	None
Assistant Director	Responsible for tracking daily progress against the filming production schedule, arranging logistics, preparing daily call sheets, checking cast and crew, and maintaining order on the set.	Bachelors	2	None
Audio Supervisor	Responsible for ensuring that high quality audio is captured by the Audio Mixer, and properly integrated into the video content captured.	Bachelors	3	None
Boom Operator	As an assistant of the production sound mixer, the principal responsibility of the boom operator is microphone placement, usually using a boom pole with a microphone attached to the end, their aim being to hold the microphone as close to the actors or action as possible without allowing the microphone or boom pole to enter the camera's frame.	High School	1	Boom Lift Certification
Camera Operator	Responsible for utilizing camera equipment to capture motion video content as well as still photography. Responsible for working with the Audio Mixer and Audio Supervisor to ensure proper video/audio is captured. Works with the Director of Photography to ensure the proper video and stills are captured.	Bachelors	3	None



Clearance Coordinator	Responsible to the producer team and is tasked with securing licenses or rights for the use of copyrighted material. Specific functions will include generating clearance requests and other correspondence to the copyright holder and drawing up appropriate license agreements. This person will negotiate and administer contracts and continually update the department's database with pertinent information concerning contracts, owner information, royalty data, and cue sheets.	High School	2	A bachelor's degree in entertainment business, music business, or communications is useful. A law degree is useful, but not required.
Color Correction Artist	Responsible for the final color correction before a project delivers, including adjusting exposure levels, contrast, color temperature, etc. Creatively, the colorist will set the look and tone for the final visuals, in addition to adhering to any technical specifications as they relate to safe color levels. This position is applicable to both video and stills.	High School	2	Proficiency in Da Vinci Resolve, Degree in theater, film production or entertainment business is helpful but not required
Copywriter	Responsible for generating text that accompanies video content as it is posted online or distributed. The typical creative process can involve: discussing the client's core message and target audience, brainstorming visual and copy ideas with other members of the creative team.	High School	2	Bachelor's degree in liberal arts, journalism or communications is helpful but not required
Creative Director	Responsible for planning company advertisements (print, video, radio), web based marketing initiatives, monitoring brand campaigns, developing presentations, and shaping brand standards for a campaign. Works closely with the marketing department and video and photography teams to deliver engaging content that meets the expectations of clients.	Bachelors	4	None
Director	Controls all aspects of a production's artistic and visual considerations. Realizes the production's story boards, scripts, or creative guidelines. Typically has a key role in choosing on screen talent, production design and all the creative aspects of filmmaking.	Bachelors	4	None
Director Photography**	Responsible for working with the Director to supervise the camera, lighting, and grip departments, and is tasked with selecting the cameras, lenses, filters, film, and other accessories required for principal photography. This position is applicable to both video and stills.	Bachelors	4	None
DIT (Digital Image Technician)	Works in collaboration with the camera and sound teams to manage data (video & audio) on set. Responsible for ensuring that the original camera and audio data is ingested properly and is properly distributed to the post production team. This position will also work with photography personnel as well.	Bachelors	2	Ability to work within several software programs such as the Adobe Suite is a must.
Editor	Uses digital software to organize video, stills, and sound files into a final product. Possesses both technical and creative abilities to be able to effectively bring the client's creative vision and marketing campaign to life. Effective communicator who can interact with the Producer team and clients to understand campaign goals and execute them.	Bachelors	3	Proficiency in Avid, Premiere, and Final Cut
Executive Oversight	Company leader that is involved in high level strategy of a project or campaign; responsible for the execution of any and	Bachelors	6	None



	all marketing campaigns whether web based or on other channels			
Executive Producer	Responsible for overseeing all of the operations and long term goals of a production or campaign. Works with Producer and Production teams to ensure that the production meets all of the needs and strategic goals of the client. May be responsible for supervising the distribution and/or promotion plans.	High School	5	Bachelor's degree in film studies, cinematography, communications or journalism is helpful but not required
Extra / Real Person Talent Stipend	on camera background talent or real people that are paid to be in the video or still images	High School	0	None
Field Producer	Oversees the production in the field, working with the production team to ensure that all aspects of production are being executed properly and on schedule.	High School	2	Bachelor's degree in film studies, cinematography, communications or journalism is helpful but not required
Gaffer / Grip	Responsible for designing and executing the lighting plan. Work directly with the Director of Photography to achieve the desired look of the production. Ensuring that the power for the lighting is supplied properly. This position is applicable to both video and stills.	High School	2	None
Graphic Designer/Motion GFX**	Responsible for the creation of visual concepts to communicate ideas that inspire, inform, and captivate the viewer that are aligned with the overall marketing campaign. They develop the overall layout and production design for typically computer generated visuals and web based initiatives that help reinforce the strategic messaging of the campaign.	High School	4	Ability to work within several software programs such as the Adobe Suite is a must. Degree in theater, film production or entertainment business is helpful but not required
Hair & Makeup Artist	Beauty service professionals who specialize in the fashioning and treatment of hair and make up for on camera talent. This position is applicable to both video and stills.	Associates	4	Cosmetology license
Line Producer	Typically manages all aspects of the budget of the production. Also may manage day to day elements of production on set.	High School	4	Bachelor's degree in film studies, cinematography, communications or journalism is helpful but not required
Location Manager	Responsible for finding and securing locations to be used, obtaining all governmental permits, and coordinating the logistics for the production to complete its work. This position is applicable to both video and stills.	Bachelors	3	None
Location Scout	Responsible for creating written agreements between the production company and venue owner, including leasing fees, shooting dates and times, and the exact areas of the property	High School	2	None



	being used for a production. This position is applicable to both video and stills.			
Office Production Assistant	Executes a variety of responsibilities within the production office, including answering telephones, filing paperwork and data entry, arranging meals, and transportation reservations, photocopying, general office administration, and distributing production paperwork.	High School	1	None
Photographer**	Responsible for utilizing camera equipment to capture still imagery on set. May work with the Director of Photography to ensure the proper shots are captured.	Bachelors	3	None
Post Production Supervisor	Responsible for overseeing all aspects of the post production process, including maintaining clear lines of communication between the producer and editorial teams. Ensures that the post production schedule is on time and on budget. Interacts with all post production participants, including the editors, color/sound mixers, and voice over talent. Responsible for delivery of content to client upon approval. This position is applicable to both video and stills.	Bachelors	4	None
Producer	Coordinates and manages many aspects of a video production process from start to finish, including execution of creative direction, setting budgets, writing scripts, organizing logistics, deadlines, and communicating with the entire team. This position aligns the overall marketing campaign together with the production process	High School	4	Bachelor's degree in film studies, cinematography, communications or journalism is helpful but not required
Production Accountant	Involved with all financial aspects of the production. Assists the producers to prepare budgets and estimated final cost reports. During production, oversight of all payments, payroll management and cost reporting. Produces cost forecasts to evaluate the impact of any production changes.	Bachelors	4	Quickbooks or similar accounting software. Production Accountants certification helpful
Production Assistant	Works on set in a supportive role to provide assistance to various departments. Tasks might include helping out with set decoration and wardrobe, meal procurement, providing assistance to the crew, and performing general office duties.	High School	1	None
Production Coordinator	Responsible for supervising all duties conducted by the production office. Responsibilities include coordinating travel and accommodations, securing work permits or visas for talent and crew, distribution of shooting schedules, crew and cast lists, scripts and script revisions.	Bachelors	2	None
Production Manager	Responsible for the oversight of many aspects of the production process, including the coordination of all production activities and operations. Responsible for devising and distributing a production schedule, and ensuring that the production is on time and on budget.	Bachelors	3	None
Researcher	Works with the producer team to work as a fact checker and brief writer. Identify relevant data that supports or refutes key messaging of the production and the overall marketing plan. This position will also be heavily involved in all web based marketing initiatives, researching competitive and customer insights and response.	High School	1	None



Script Supervisor	Oversees the continuity of the production including wardrobe, props, set dressing, hair, makeup and the actions of the talent during a scene. Monitors the camera seeking to keep scene continuity.	Bachelors	2	None
2nd Assistant Director	Works under the Assistant Director, serving as their "right hand man" to carry out orders and directives of the director and DP.	Bachelors	2	None
Set Dresser	Oversees the creation of exterior and interior sets for video production ensuring consistency with the overall marketing campaign whether for web based initiatives or other channels	Bachelors	2	None
Stage Manager	Organizes the day to day running of production when shot on stage. Works with all aspects of the production crew to ensure that production runs smoothly.	Bachelors	3	None
Storyboard Artist	Provides visual illustrations to map out an effective production blueprint for production. Provides a visual representation of the shoot prior to production.	Bachelors	2	None
Stylist	Responsible for the choosing and coordinating of wardrobe for on camera talent, and preparing and maintenance of wardrobe on set. This position is applicable to both video and stills.	High School	3	Bachelor's degree in fashion design is helpful but not required
Subject Matter Expert	Definitive sources of knowledge who contribute their expertise to the production and marketing campaign development, ensuring that messaging and information is disseminated correctly and accurately.	High School	6	Bachelor's degree in liberal arts, journalism or communications is helpful but not required
Swing	Assumes a variety of tasks on set, often focused on last minute changes to production, including adjustments to the set, wardrobe, etc.	Bachelors	2	None
Teleprompter Operator	Responsible for transcribing scripts into the teleprompter and working on with on camera talent to provide the teleprompter read out of script to the host or talent during filming.	High School	3	None
Tech Director	Oversees multiple technological aspects of the audio and visual production process on set. If the production is filmed live, they may be in control of camera switching in real time.	Bachelors	4	None
Travel Coordinator	Responsible for securing all aspects of ground and air transportation, and accommodations for the crew, talent, and client.	High School	2	None
Voice Over Artist	Provides the vocalization of off-camera messaging for the production.	High School	3	Degree in broadcasting, communications, journalism, or a related liberal arts major is helpful but not required
Assistant Editor	Responsible for managing media, preparing media for the editor, transcoding media, organizing project files, syncing media, etc. Assists the editor with doing stringouts based on paper cuts provided by producers, locating specific shots, troubleshooting problems with the media or project files, exporting rough cuts, and posting videos or stills for review.	High School	1	Proficiency in Avid, Premiere, and Final Cut
Associate Producer	Assists the producer in putting the production together. Duties may include writing, editing, organizing scripts, and working with the editor and post production team to ensure the project is edited properly.	High School	2	Bachelor's degree in film studies, cinematography, communications



				or journalism is helpful but not required
Audio Mixer	Responsible for adjusting audio levels and performing the final mix before a project delivers. May include elements of sound design, layering sound effects and music, equalization of voices, and adherence to any applicable specifications	High School	2	Proficiency in Pro Tools
Casting Director	Responsible for researching, communicating with, and securing talent for the production. Individual may post casting calls via various platforms to find on camera talent. Works with the Producer team to ensure talent is appropriate for the shoot and agrees to payment terms. This position is applicable to both video and stills.	High School	3	A bachelor's degree in entertainment business, music business, or communications is useful. A law degree is useful, but not required.
Host Talent	Serves as the "face" of the production to communicate messaging and commercial slogans on camera. May also interact with additional talent and conduct interviews on camera.	High School	3	Degree in broadcasting, communications, journalism, or a related liberal arts major is helpful but not required
Supervising Producer	Oversees one or more productions, coordinating with the producer teams to ensure that all aspects of production are being properly executed.	High School	5	Bachelor's degree in film studies, cinematography, communications or journalism is helpful but not required
Drone Operator	Responsible for remotely piloting camera drones to capture aerial video and stills content. Works with the rest of the camera team (in particular the Director and DP) to ensure that the proper overhead shots and angles are being captured.	High School	3	FAA Drone License Program & FAA Certification
Field Producer - Junior	Assists the Field Producer or Producer in overseeing the production in the field, working with the production team to ensure that all aspects of production are being executed properly and on schedule.	High School	1	Bachelor's degree in film studies, cinematography, communications or journalism is helpful but not required





SUPPORT PRODUCT/ LABOR (ODCs)	Description
Art Direction Supplies	this varies by production; includes all design elements, props, walls, furniture, etc of a set design. Standard "handyman" tools are necessary (hammer, wrench, screwdrivers, nails/screws, level, tape measure, etc)
Audio Supervisor Equipment	applicable equipment (lavs, mics, mixers) to properly capture audio content. Microphones, headphones, stands, monitors, and cables are often needed
Boom Operator Equipment	various equipment related to boom mic audio capture, including boom pole, boom mic, mic blimp and shock mount are needed
Camera Operator Equipment	cameras, lenses, filters, mattebox, follow focus, tripods, hi hats, other misc camera equipment
Director Photography Equipment	cameras, lenses, filters, mattebox, follow focus, tripods, hi hats, other misc camera equipment
Editor Equipment	edit bay (computer with applicable software to edit content), 2 TB external hard drive, headphones, and studio condenser mic are often needed
Gaffer / Grip Equipment	various tools (including wrench, screw drivers, utility knife, gaffer tape, tape measure, batteries, and gloves) to properly light a scene for video or photography capture as well as providing tools to support a camera operator
Motion GFX Equipment	software (Adobe Illustrator, Adobe Photoshop, 3D software, and After Effects) applicable to creating motion graphics within a video, and computer
Hair & Makeup Supplies	comprehensive kit (hand sanitizer, gloves, hair cover, body drape, eye protection, brush set, mirror, scissors, tweezers, eyelash curler, brush cleaner, various makeup and hair products) to enhance, create, or modify features of on-screen talent before video capture
Stylist Supplies	comprehensive kit (pins, lint roller, tape, scissors, clips, white tack, measuring tape, to properly fit on-screen talent with wardrobe
Swing Equipment	various tools (standard "handyman" tools such as hammer, wrench, screwdrivers, nails/screws, level, tape measure, etc) to make last minute adjustments on set
Teleprompter Equipment	all computer and software equipment necessary for a talent to read scripts or lines (teleprompter, monitor, mounts and brackets, controllers, conference stands, software, and accessories)
Set Dresser Supplies	various tools (standard "handyman" tools such as hammer, wrench, screwdrivers, nails/screws, level, tape measure, etc) to properly prepare a set prior to video capture
Drone Camera Equipment	Drone, remote, flight controller, and all corresponding equipment (camera, batteries, extra propellers) to safely and professionally fly a drone for video capture purposes
Assistant Editor Equipment	edit bay (computer with applicable software to edit content), 2 TB external hard drive, headphones, and studio condenser mic are often needed
Audio Mix Equipment	computer, software (digital audio workstation), and other tools (microphones, headphones, monitors, cables) to match audio content to video content