

## **Producer Responsibilities for *Gabby Antonio Smashes the Imperialist, White Supremacist, Capitalist Patriarchy!***

### **Overall role description:**

The producer coordinates and supervises all aspects of a production, from the creative to the administrative. Producers also make the financial decisions and handle contracts, talent and bargaining agreements, and other administrative details. While producers get to be in on the fun of planning and executing a production, they also deal with troubles during production and keep everything within budget.

### **A general description of tasks that producers manage:**

- Fundraising and networking
- Working with financial backers
- Securing rights to the creative work
- Commissioning writers
- Hiring a director, crew, and actors
- Organizing shooting and production schedules
- Ensuring compliance with health and safety regulations during production
- Supervising the entire project from beginning to post-production
- Holding regular meetings with director to discuss progress
- Ensuring the project is done on time and within the budget

### **Rough Production Timeline**

| <b>Date</b>   | <b>Activity</b>   | <b>Who's responsible?</b>   |
|---------------|---|---|
| December 2018 | - Shoot crowdfunding video<br>- Support with preparing crowdfunding campaign to submit to Seed & Spark<br>- Research and seek out potential backers | - Luann, Christian, and producer  |
| January 2019  | - Support with launching crowdfunding campaign<br>- Contact potential backers to support crowdfunding campaign in first days of launch              | - Luann, Christian, and producer<br>- Producer with Christian to lead pre-production meetings |

|                 |  |   |
|-----------------|--|---|
|                 | - Start pre-production meetings; meet with Wieden & Kennedy contacts   |   |
| February 2019   | - Close out crowdfunding campaign, manage orders and communications with backers                               | - Luann and producer; possibly bring on a line producer to carry out specific tasks   |
| March 2019      | Film episodes  | - Producer to manage production process with Luann and Christian supporting   |
| April 2019      | - Post-production<br>- Schedule screening date for RACC grant<br>- Manage payments to cast, crew, and vendors. | - Producer to manage post production timeline with Christian<br>- Luann to schedule screening for RACC grant with support of producer<br>- Start integrating Associate Producer, Rachel Hills, into expanding series to audience outside of Oregon/Pacific Northwest. |
| May - June 2019 | - Screenings and preparing film festival submissions   | - All producers + Associate Producer  |

**Note:** This job description is meant to be a guide for the producer role. Since this is an indie project and everyone working on it has other jobs and responsibilities, we are of course, flexible with sharing tasks in order to move the project forward on this timeline. Most importantly, we are hoping to find someone who loves Gabby Smashes and wants to see the series succeed and reach more audiences.