

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI**

1	Name of Course	<b>Certificate Course in Film Art Assistant</b>				
2	Max no. of Students	25		<b>Course Code - 419120</b>		
3	Duration	6 month				
4	Course Type	Full Time				
5	No. of Days per week	6 days				
6	No. of hours per day	7 Hrs				
7	Space require	Theory Class Room – 200 sqft Practical Lab – 1000 sqft Total – 1200 sqft				
8	Entry qualification	S.S.C. Pass				
9	Objective of syllabus	To teach various skills and workmanship practices about Film Art Assistant				
10	Employment opportunities	After completion of this training the Participant would be able to: work as film art assistant in film making industry				
11	Teachers Qualification	Diploma / Certificate Course in concern field.				
12] Teaching Scheme –						
<b>Training System per Week</b>						
		Theory	Practical	Total		
		12 Hours	30 Hours	42 Hours		
13] Examination Scheme –						
Sr	Paper code	Name of Subject	TH/PR	Hours	Max. Marks	Min Marks
1	<b>41912011</b>	ART ASSISTANT	Theory - I	3 Hrs	100	35
2	<b>41912021</b>	ART ASSISTANT	Practical - I	3 Hrs	100	50
3	<b>41912022</b>	COSTUMES PRACTICAL	Practical - II	6 Hrs	200	100
		Total			400	185

## Film Art Assistant

Art Assistant - Theory - I
Part-A
What is a 'location' in the context of a film shooting? What are the kinds of locations?
What are the requirements in a location which facilitate the smooth running of a shooting?
How do you understand the attributes of a location in terms of usefulness in shooting?
Understanding the characteristics of a location in terms of period, socio-cultural and economic dimensions
Understanding the role of art department in making of a film. Learning to co-ordinate with the art department, as an art assistant to the director
Civic, economic, legal and administrative issues involved in selection and acquisition of a location for shooting. Precautions to be taken in preserving environment and other archaeological monuments.
Understand the technique of building a set for shooting. Learn to coordinate with the art department.
What are elements to take care while preparing the sketches of sets?
What are set-properties? □ How they are different from handproperties?
How to describe the set-properties?
What are the characteristics of setproperties? □ What is their significance in a film? □ What is use of making different kinds of lists of set-properties as required in the left column?
Understand the logistics involved in renting, transporting and arranging the setproperty for shooting.
Understand the concept of continuity of setproperty in non-sequential method of shooting a film.
What are characteristics of handproperties? □ How they are different from setproperties? What is their significance in a film?
How to describe the set-properties?
What are hand properties? □ What are the characteristics of hand properties? □ What is their significance in a film? □ What is use of making different kinds of lists of hand properties as required in the left column?
□ Need for co-ordination with art department in this context □ Understand the logistics involved in renting, transporting and arranging the hand property for shooting.
Understand the logistics involved in renting, transporting and arranging the hand property for shooting.
Understand the concept of continuity of hand property in non-sequential method of shooting a film.
What are the aspects involved in taking care of the hand properties? Breaking, tearing, change in temperature, withering, drying etc.

<b>Part-B</b>
The costumes and their difference from usual dresses the artists wear?
Describing the set-properties; Colours, patterns, styles, period, materials etc.
The characteristics of costumes; their significance in a film. □ What is use of making different kinds of lists of costumes as required in the left column?
What is the role of costume designer and costumer? □ What are the aspects that need coordination between you as art assistant to director and these people?
Understand the logistics involved in renting, designing, making and arranging the costumes for shooting.
Why do we schedule the costumes? Care to be taken while deciding the costumes for multiple artists taking part together in a scene. Care to be taken while repeating the costumes for other scenes. Understand the logistics involved in packing and storing the costumes; transporting them to the shooting venue, arranging them in order there.
Co-ordination with costumes department during shooting. The logistics for maintaining the costumes on day to day basis. The importance of time management and loss due to disorganization in time, money and coordination.
The ornaments and other add-ons, their difference from usual ornaments and other add-ons the artists wear. (Ex: jewellery, bangles, bands, ribbons etc.)
How to describe the ornaments and other addons? Colours, patterns, styles, period, materials etc.
The characteristics of ornaments and other add-ons. Their significance in a film. The use of making different kinds of lists of ornaments and other add-ons as required in the left column.
The role of costume designer and costumer. The aspects that need coordination between you as art assistant to director and these people.
Understand the logistics involved in renting, designing, making and arranging the ornaments and other add-ons for shooting.
Need for scheduling the ornaments and other add-ons. Care to be taken while deciding the ornaments and other add-ons for multiple artists taking part together in a scene. Care to be taken while repeating the ornaments and other add-ons for other scenes. The logistics involved in packing and storing the ornaments and other add-ons; transporting them to the shooting venue, arranging them in order there.
Co-ordination with costumes department during shooting. Logistics for maintaining the costumes on day to day basis. Importance of time management in this stage, and how disorganization causes huge loss in time, money and coordination.
Importance of continuity in the method of shooting the shots in a non-sequential order, as in films. Coordinate with the continuity assistance in maintaining the continuity.
Effect of light and surroundings on the picture quality. Effect of make up on the photo quality Make up to suit the body colour

<b>Art Assistant - Practical - I</b>
Watching a feature film, list the locations you see in a segment of about 10 minutes.
Identify locations in a few scenes of a film and categorize them into various types.
Describe each location identified above, as elaborately as possible
Study a screen play. List all the locations that are required as per the present script. Classify them. Write a description of locations so as to be understood by others also.
Prepare the drawing of the locations required, so that you could make others understand the requirements.
Submit your list to the director / associate director and take his approval.
Appraise the Art Director or his designated assistant about the locations and sets required.
Hunt for the locations required. Inspect a few selected locations, take photographs and make notes about them in view of your requirement
Apply for permission to shoot in a Government /public/private location. Negotiate the rentals for the place.
Describe the sets required to the Art Department.
Prepare the sketches of the sets required, so that you could make others understand the requirements.
<b>Set-properties</b>
Watching a feature film for a few minutes and identify set-properties used in the scenes.
Describe the set-properties you have enlisted from the scenes above, for others to understand
Study the screenplay provided to you and prepare the following lists: 1. Scene-wise list of set - properties 2. Location-wise set-properties. 3. Consolidated list of set-properties.
Prepare a description of set-properties, with sketches if necessary, to facilitate the art department to arrange them.
Ensure the availability of the listed setproperties well in advance and help the art department getting the right set-properties.
Ensure the arrangement of the set-property in each set, well before the shooting session starts for a particular location/scene.
<b>Hand-properties</b>
Watching segment of a feature film identify hand-properties used in the scenes
Describe the set-properties you have enlisted from the scenes above, for others to understand.
Study the screenplay provided to you. And prepare the following lists: 1. Scene-wise list of hand- properties 2. Location-wise hand properties. 3. Consolidated list of hand properties
Prepare a description of hand properties, with sketches if necessary, to facilitate the art department to arrange them.
Ensure the availability of the listed hand properties well in advance and help the art department getting the right hand properties
Ensure the arrangement of the hand property in each set, well before the shooting session starts for a particular location/scene.
Take care of the hand properties

<b>Costumes Practical - Practical - II</b>
Identify costumes used by different artists in a couple of scenes of feature film.
Describe the costumes you have enlisted from the scenes above, for others to understand
Study a screenplay provided to you. And prepare the following lists: 1. Artist-wise costumes. 2. Artist/scene-wise costumes. 3. A consolidated list of costumes
Prepare a description of costumes, with sketches if necessary, to facilitate the costume department to arrange them.
Ensure the availability of the listed costumes well in advance and help the costumes department getting the right costumes
Name the costumes you received from the costume department. Schedule available costumes for various scenes and artists. Number them and prepare a list accordingly.
Prepare a list of scenes/costumes required for a day's shooting. Provide the list of scenes /costumes required for the day's shooting one day in advance to the costumes department
<b>Ornaments and other Add-ons</b>
Identify ornaments and other add-ons used by different artists in a couple of scenes of feature film.
Describe the ornaments and other add-ons you have enlisted from the scenes above, for others to understand.
Study a screenplay provided to you. And prepare the following lists: 1. Artist-wise ornaments and other addons. 2. Artist/scene-wise ornaments and other add-ons. 3. A consolidated list of ornaments and other add-ons
Prepare a description of ornaments and other add-ons, with sketches if necessary, to facilitate the costume department to arrange them.
Ensure the availability of the listed ornaments and other add-ons well in advance and help the costumes department getting the right ornaments and other add-ons
Name the ornaments and other add-ons you received from the costume department. Schedule available ornaments and other add- ons for various scenes and artists. Number them and prepare a list accordingly
Provide the list of scenes/ ornaments and other add-ons required for the day's shooting one day in advance to the costumes department
Watch for the continuity of costumes, ornaments and other add-ons during the shooting of shots.
<b>Make up</b>
Discuss with the camera man and decide on the make up Practice applying make up

1. Feature films in video format.
2. DVD player and TV monitor
3. Specimen of Film scripts/shooting scripts.
4. A collection of screenplays of films made.
5. A collection of shooting scripts of films made.
6. A collection of set and hand properties.
7. A collection of costumes
8. A collection of jewellery and other add-ons

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