

Assistants Guidelines

What Every Good Assistant Needs to Survive and Succeed

**Assisting is the beginning of your career as a Professional Photographer.
Make sure you operate professionally at all times.**

1. A positive and pro-active attitude. Look and see what needs to be done, and do it. Always ask questions, that 's how we learn. Smart people always ask questions.

2. Punctuality and Persistence.

3. A mobile phone or pager and an email address.

4. A car or a current drivers licence, a ABN no., a BSB and Acc No. to enable EFT's.

5. Be computer and digitally competent on Mac & PC, scanners and capture devices.

6 Be clear about your rates, charges and terms, start now it s good practise

7. Have your assistant s kit on every job.

7. Assistants kit containing the following: Fited into a bum bag it s easy.

a. Swiss army knife or leatherman

b. Gaffer tape, masking tape, electrical tape double sided, and Blue tack

c. Pens, including permanent markers for canisters, Chinagraph, Biro

d. Shot list pad/page to record details of rolls of films or individual captures and details

e. Scissors / small ruler Super glue, Sticky labels

f. Clear monofilament, fishing line

h. Cleaning cloth

h. Change for parking meters or tolls

i. Zip top plastic bags

j. Light meter (optional)

k. AA & AAA batteries

l. Small calculator

m. Small note book

n. Your card with all relevant details.

o. And any thing else that you can think will make the life of a photographer easier and help ensure the success of the job. that way you are a part of the team.

Tips for success

1. Be on time, be early, call ahead if anything stops this

2. Dress appropriately to the shooting environment, especially corporate and legal.

3 Go the extra mile or two without being exploited. Value who you are.

4 Stay focussed do not let the situation wow your mind off the job,

5 Be friendly, polite, not overly chatty with the photographer or especially the client

7 Refer to AIPP Benchmarking 2002 Photography Industry Survey Results, "Working Pro", Issue no.100, Apr 2002.

8 Pursue your own vision and creative skills with passion, courage and vigour.

9 Get involved with the ACMP www.acmp.com.au or the AIPP www.aipp.com.au

10 Contact the ACMP www.acmp.com.au and purchase the Better Business Bible.