

Overview

This Standard involves providing the required range of support to performers and contributors for production filming.

It is about liaising between departments and contributors, distributing information and appropriate paperwork to ensure that the production runs smoothly and cast and crew are in the correct location at all times.

It is also about knowing where key individuals are at all times and ensuring they are on set at the required time.

It involves dealing with a range of people and knowing how to work with different personalities to achieve the agreed goal. It is also about explaining the filming process to those who may be unfamiliar and putting them at ease.

This Standard is for Production Co-ordinators, 1st Assistant Directors, 2nd Assistant Directors and Production Managers.

Performance criteria

You must be able to:

1. confirm that call sheets and other paperwork for crew have been distributed when required
2. brief cast at appropriate times on studio or location codes of practice, and any health and safety requirements
3. co-ordinate transport to ensure the swift and effective movement of cast and crew between set and base
4. ensure that signs and notices explaining and specifying access requirements and restrictions are clear and visible
5. keep the production and relevant people informed of shot progress, and of any potential delays and changes to schedules
6. relay clear cues as directed to artistes and contributors
7. make sure background action is set up as directed
8. co-ordinate runners on set, giving instruction or delegating supervision of relevant tasks to meet production requirements
9. maintain accurate records of artistes on set, and of meal and wrap times in line with contract requirements
10. confirm that adequate transport is available at the required times during the filming day
11. give relevant departments advance warning of the final set so they can prepare for the wrap
12. stand in for, and take over floor in line with instructions from production management

Knowledge and understanding

You need to know and understand:

1. departmental requirements from cast and crew
2. details of any location codes of practice or health and safety requirements to communicate to cast
3. needs of artistes and crew during stand by, rehearsals and takes
4. how to communicate sensitively with artistes and contributors
5. the demands which will be placed on production personnel
6. the importance of communications and issuing these to relevant people
7. how to communicate sensitively, effectively and efficiently with artistes, contributors and on set departments
8. how to set up, or assist in setting up, background action
9. the importance of promptly passing on information regarding cast's release times
10. how to store information relating to the production securely and in line with production requirements
11. the implications of current legislation and regulations covering data protection
12. the importance of acting promptly on instructions
13. the implications, for a variety of departments, of decisions made on set
14. factors likely to cause delay to production activities
15. how to relay cues
16. what is required in terms of background action
17. the importance of monitoring the whereabouts of cast and crew when they are not on set
18. how to cater for cast and crew with access or specific needs
19. budgetary implications on the use of contributors
20. how to take over the management of the floor if instructed by production management

Assist management of production filming

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