

Identify and recommend contributors for productions

Overview

This Standard involves identifying and contacting potential contributors, and arranging for their appearance on the production within time and cost limits.

It is about interviewing people, both over the telephone and face-to-face, to assess their suitability for inclusion in productions, and making recommendations to decision makers.

It is about being aware of legal, ethical and contractual responsibilities to contributors and adhering to standards of good practice.

This Standard is for Researchers working on productions.

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Performance criteria

You must be able to:

1. establish the type and diversity of contributors needed for productions with appropriate people
2. identify potential contributors from reputable sources
3. contact potential contributors to arrange interviews, in sufficient time to meet production requirements
4. make and confirm arrangements to suit the convenience of potential contributors and production needs
5. conduct interviews with potential contributors in line with organisational procedures
6. produce accurate and contemporaneous notes of all conversations with contributors and potential contributors
7. assess interviewees for their potential to contribute to productions and their suitability for a broadcast programme
8. verify contributors in line with production requirements
9. recommend and justify contributors who are most likely to meet the requirements of productions
10. use organisational procedures to confirm with contributors that they are required, informing them of travel and access arrangements
11. make appropriate financial, travel and accommodation arrangements for contributors
12. check with contributors if they have any access requirements or special needs in line with organisational procedures
13. record and retail accurate details of contributors as required by your organisation
14. make arrangements for contracts to be issued when required
15. obtain release forms and record authorisation to use material on multiple platforms in line with organisational requirements
16. contract any required children in accordance with relevant laws and regulations
17. propose alternatives when chosen contributors are unavailable, keeping producers informed at all times

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Knowledge and understanding

You need to know and understand:

1. methods of contacting potential contributors
2. how to use reputable agencies and sources to locate potential contributors
3. how to verify sources and contributors in line with production requirements
4. the characteristics that make potential contributors suitable for a broadcast programme
5. how to structure interviews and phrase questions to elicit the required information
6. how to maintain a courteous and informative manner both in person and on the telephone
7. the legal, ethical and contractual and financial implications related to interviewing particular people
8. how to produce accurate and contemporaneous notes of all conversations undertaken
9. the relevant aspects of laws covering child performance
10. why it is important to maintain and retain comprehensive and accurate records of interviews
11. methods of presenting your recommendations to decision makers
12. the release and consent requirements that are necessary, and why they are important
13. how to licence child contributors and any chaperone arrangements that are required
14. how to make travel and accommodation arrangements
15. the access and special needs requirements of contributors that need to be considered
16. the arrangements needed for using animals
17. how to contract with contributors

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Developed by Creative Skillset

Version Number 2

Date Approved March 2019

Indicative Review Date March 2022

Validity Current

Status Original

Originating Organisation Screen Skills (formerly Creative Skillset)

Original URN SKSP20

Relevant Occupations Arts, Media and Publishing; Production Coordinator; Production Managers

Suite Production (FILM and TV)

Keywords Television, Film, Production, Contributors
