

Manage contributors during productions

Overview

This Standard involves greeting and briefing contributors before a production is recorded, supporting them as necessary, and escorting them from studios or locations on completion.

It is about preparing for interviews and monitoring their quality, and checking their content against editorial policy and the production brief. You will need to produce and retain comprehensive notes where necessary.

This Standard is for those working in the production management team.

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Performance criteria

You must be able to:

1. identify and greet contributors and introduce them to relevant production personnel
2. provide for any access or special needs requirements of contributors in line with organisational procedures
3. give contributors clear information about any relevant studio or location practices or regulations that apply to them
4. look after contributors whilst on location or in the studio in line with production requirements
5. give contributors clear information about what is required from them and information about any changes to planned running order, timing or content, in enough time for them to adapt
6. develop an accurate interview plan to meet requirements
7. brief presenters or interviewers on the contributor's performance, or the focus of interviews at appropriate times
8. make an accurate record of questions and answers, with timings when required
9. monitor the quality of interviews and performances, checking content against editorial policy and the production brief, and suggest changes or improvements
10. obtain consent or release forms from contributors, when required storing these in line with regulatory and organisational requirements
11. oversee contributor's transport and payment arrangements in line with production requirements
12. escort contributors from studios or locations when their work is completed in line with production requirements

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Knowledge and understanding

You need to know and understand:

1. who the contributors are, and what arrangements have been made to receive them
2. why it is important to remain courteous to contributors
3. the access and special needs requirements of contributors that need to be considered
4. which studio or location practices the contributors need to know
5. the production brief and editorial policies
6. the scope of briefing information to be given to contributors, and how this may vary with different productions
7. how to deal effectively and sensitively with contributors of different temperament and morale
8. the duty of care towards contributors
9. how to monitor interviews and performances and recognise signs of duress
10. how to suggest changes and improvements sensitively to both the contributor and interviewer
11. how and when to obtain consent or release forms
12. how to obtain authorisation to use the material on multiple platforms and multiple times e.g repeats
13. the implications of current legislation and regulations covering Data Protection
14. how to make payments to contributors
15. how to escort contributors from the studio or location when their work is completed

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