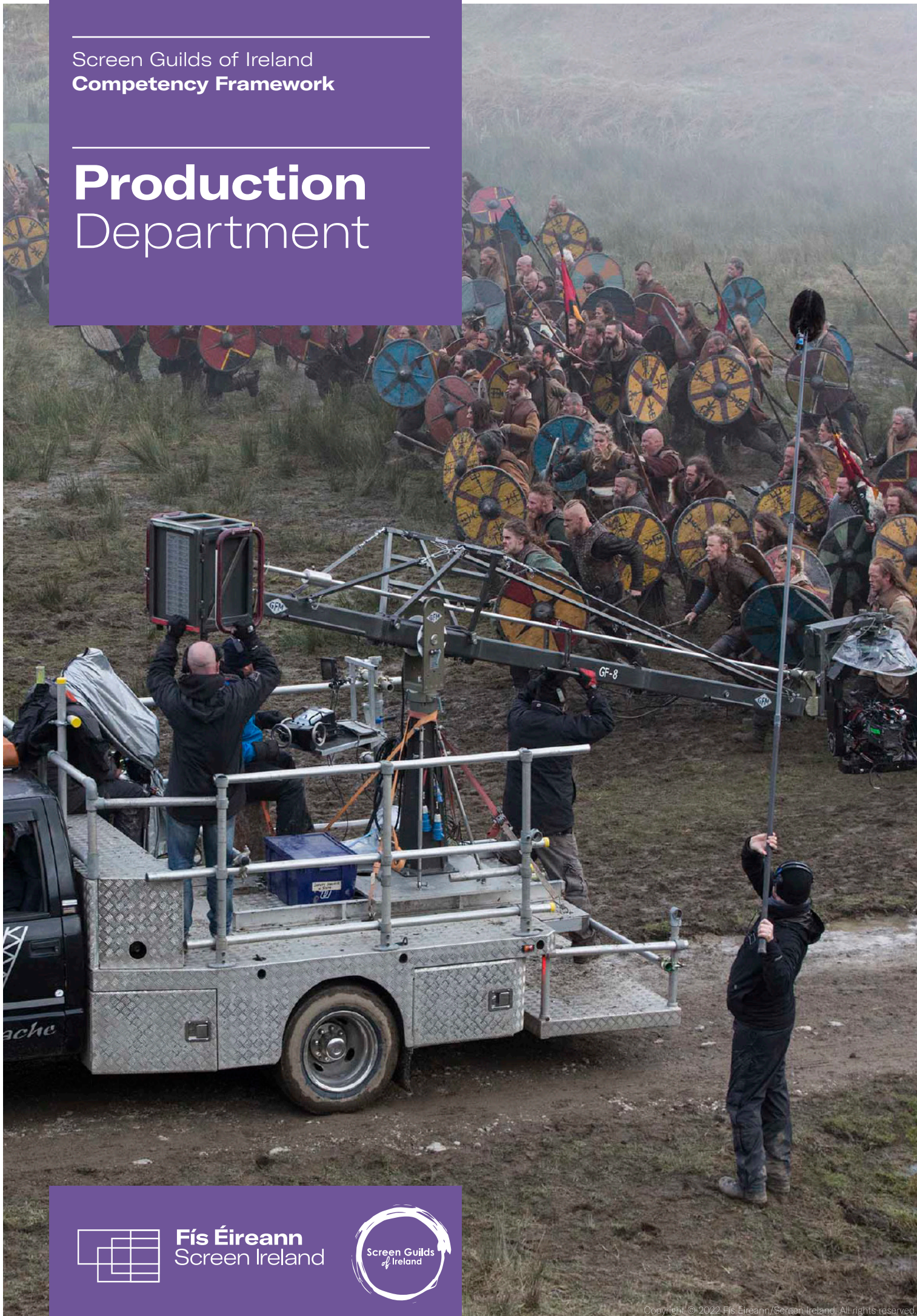


Screen Guilds of Ireland  
**Competency Framework**

# Production Department



**Fís Éireann**  
Screen Ireland



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# Production Department

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## Roles

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1. Line Producer
2. Production Manager
3. Production Coordinator
4. Assistant Production Coordinator
5. Travel & Accommodation Coordinator
6. Production Trainee

# Line Producer

The Line Producer is one of the first people to be employed on a film's production by the Producer and Executive Producers. A Line Producer is a key member of the production team for a motion picture. Typically, a Line Producer manages the budget of a motion picture. Alternatively, or in addition, they may manage the day-to-day physical aspects of the film production, serving a role similar to the Unit Production Manager. Line Producers usually do not act as part of the creative team for a picture. Because Line Producers work on location, they don't work on more than one film at a time (unlike other producer roles). A Line Producer may also hire key members of the crew, negotiate deals with vendors, and is considered the Head of Production. Line Producers are rarely involved in the development of the project, but often play a crucial role in costing the production in order to provide investors with the confidence to invest in the project. As soon as the finance has been raised, the Line Producer supervises the preparation of the film's budget, and the day-to-day planning and running of the production. Line Producers are usually employed on a freelance basis. They must expect to work long hours, though the role can be financially very rewarding. Career advancement is based on their experience and reputation. Where a Line Producer has a creative input to the production, he or she is often credited as a Co-Producer.

Requirements: Must have experience of either 10 productions or 5 years at Production Manager level and some training or qualifications in HR and Health and Safety Management, budget and finance management. Must have a car and a full clean driver's license and a laptop.

## Key tasks:

1. Develops the budget in the early stages of production.
2. Crews up and conducts scouting during pre-production
3. Manages the above the line budget during shoot.
4. Sources and organises any bespoke needs for the production.
5. Liaises with and reports to financiers, production partners, studios.
6. Troubleshoots during production.

## Task statements

### Task statement 1:

**Develops the budget in the early stages of production.**

#### Associated activities

- ✓ Accesses the feasibility of the budget on a project: breakdown script, research tax credits in different territories, cost all elements in the script.
- ✓ Develops a 1st draft schedule to determine days required for shoot.
- ✓ Liaises with the Director/Producer to define their intentions for the job.
- ✓ Participates in all budget calls with producers.
- ✓ Makes recommendations of potential changes to the script to assist in making the budget more feasible (recommendations based on assumptions).

### Task statement 2:

**Crews up and conducts scouting during pre-production.**

#### Associated activities

- ✓ Employs crew to the job.
- ✓ Carries out budget exercises based on those provided by other departments, i.e. Locations, Art Department.
- ✓ Attends initial scouting process for shooting locations, studios etc.
- ✓ Liaises with Casting Director: deadline, rates for cast.
- ✓ Issues cast contracts based on casting advice note.
- ✓ Passes on any contact details for cast to other departments for fittings.
- ✓ Recces – negotiates what the Director wants versus what can be afforded, ensures the radius works and that Locations Manager can facilitate the servicing of location and reduce moves, assess rigging needs.
- ✓ Attends tech recce for the crew's needs.
- ✓ Finalises deals for post houses and VFX elements to match the budget.
- ✓ Finalises agent negotiations, writers deals and contracts.

### Task statement 3:

**Manages the above the line budget during shoot.**

#### Associated activities

- ✓ Manages casting costs, Director, Producers, development costs, Writer costs, stunt doubles and Casting Director.
- ✓ Reviews and supervises cash-flow by liaising with Accounts Department.
- ✓ Provides the Production Accountant with the working budget.
- ✓ Attends cost report meetings and budget meetings.
- ✓ Presents the cost report to Producers and justifies variances.

**Task statement 4:****Sources and organises any bespoke needs for the production.****Associated activities**

- ✓ Sources and costs any specialist needs required by the script.
- ✓ Has a good working knowledge and a good list of contacts for elements such as: animatronics, underwater needs, animal requirements and anything that may have a long lead in time.

**Task statement 5:****Liaises with and reports to financiers, production partners, studios etc.****Associated activities**

- ✓ Creates departmental budgets and reporting procedures for each department.
- ✓ Works with systems of budget management, accounting procedures and reporting.
- ✓ Understands the requirements of financiers, bond company, production partners, broadcasters and how best to record and present all relevant information.
- ✓ Accepts accountability for production decisions and engages in dialogue on all aspects of production - past, present and future.
- ✓ Resolves any overspend or anticipated overspend with script/Director/Producers.

**Task statement 6:****Troubleshoots during production.****Associated activities**

- ✓ Deals with and resolves any cast, Director, or key creative issues with discretion.
- ✓ Carries out any agent discussions needed to resolve issues.
- ✓ Human resource management for above the line talent.
- ✓ Assists the Production Manager with resolving issues when necessary.

## Technical competencies

Area	Indicators	
<b>Digital Skills</b>	✓	You are highly skilled at using Movie Magic budgeting, Excel, Final Draft, scheduling software
	✓	Can use the Digital Purchase Order systems.
<b>Health and Safety Competency</b>	✓	Has read and can understand the H&S Statement.
	✓	Has shown ability to follow health and safety protocols on set and location.
	✓	Health & Safety management training.
<b>Skill in breaking down scripts to identify technical requirements</b>	✓	Can critically evaluate each script and break it down to assess requirements.
	✓	Knowledge of equipment used for all departments
	✓	Knowledge of filming methods
<b>Ability to recognize the location challenges.</b>	✓	Can decipher challenges and evaluate any constraints while receiving
<b>Knowledge of techniques and conventions of film making</b>	✓	Can show an expert understanding of techniques and conventions of film making
	✓	Has a thorough understanding of all departments and the grades within
<b>Create and update the Working Budget</b>	✓	Can generate reports and DOODs
	✓	Has a good knowledge of costs for services
	✓	Can assess project requirements
	✓	Is skilled in negotiating on price, assessing value and quality for money
<b>Crewing</b>	✓	Knowledge and experience of crew grades, rates, required technical ability, and industry standard working conditions
	✓	Can check references and interview, ensuring gender balance and diversity
	✓	Can negotiate with HODs to consider other applicants for job where there is a requirement to fulfill S481
	✓	Has a good up to date working knowledge of crew

# Production Manager

The main responsibility of the Production Manager is to manage the production in such a way as to stay on budget and on schedule, to ensure a safe working environment and to uphold the standards and terms agreed with all cast and crew. Where there is only one Production Manager, they will actively manage the overall budget. Where there are multiple Production Managers on a larger production, they will take a collective approach to managing the overall budget. This is a highly collaborative role which requires clear communication and consultation with all HODs, crew and service providers. The Production Manager has the highest level of responsibility and accountability in terms of compliance, finance, HR and Health and Safety and must protect both the interests of the producers and of the crew. The role requires a wealth of experience in production, a good and up-to-date knowledge of the costs of producing films and television series in Ireland and abroad. The role involves much problem solving in the short, medium and longer term. The Production Manager must ensure that the project is delivered on schedule to the post-production team and that all essential documentation generated on the production such as contracts and copyright/ clearance agreements etc. are handed over to the Producer at the end of the job as part of the 'wrap' process. It is not uncommon for Managers at different grades to crossover to Production Management.

Requirements Guideline: Must have experience of either 10 productions or 5 years at Production Coordinator level and some training or qualifications in HR and Health and Safety Management. Must have a car and a full clean drivers license and a laptop.

## Key tasks:

1. Makes preparations for shoot during pre-production.
2. Manages the working budget and day-to-day workings of the production.
3. Stays abreast of all occurrences with all departments on various aspects of production.
4. Human resource management.
5. Delegates to the Production Department.
6. Responsible for the legal and H&S compliance of the project.
7. Documents the project and ensures access to all relevant parties for post-production and delivery.



## Task statements

### Task statement 1:

**Makes preparations for shoot during pre-production.**

#### Associated activities

- ✓ Receives the locked budget and updates to create a working budget to fully assess production requirements and estimate realistic costs, allowing for flexibility and contingency.
- ✓ Organises insurance to cover all aspects of production.
- ✓ Secures office space, hires crew and negotiates contracts.
- ✓ Sources equipment for all departmental requirements.
- ✓ Notifies the union of the details of the project as per agreement.

### Task statement 2:

**Manages the working budget and day-to-day workings of the production.**

#### Associated activities

- ✓ Day-to-day management of the overall budget.
- ✓ Supervises the budget and spend for all Heads of Department: liaises with Accounts Department and HODs regularly to update and forecast future spending.
- ✓ Assesses and responds to all filming requests - planned and unexpected and consult with all relevant parties.
- ✓ Understands all the material workings of film, along with all associated costs i.e. crew, equipment, suppliers.
- ✓ Responsibly and practically implements and adheres to all requirements.
- ✓ Successfully disseminates the information to all relevant parties, ensuring proper understanding and management of same.
- ✓ Oversees training and development: creates task lists and learning journals with HODs, facilitate SI set visits and implements any changes and submits compliance report and exit interview.
- ✓ Ensures the project is delivered on schedule.

### Task statement 3:

**Stays abreast of all occurrences with all departments on various aspects of production, and problem solving.**

#### Associated activities

- ✓ Anticipates when departments are struggling with budget and/or budget management or are unable to deliver the creative aspect at the required cost. Intervenes if necessary.
- ✓ Is aware of any problems on the ground, anticipates future problems, takes responsibility, and acts swiftly to rectify.
- ✓ Effectively communicates problem solving resolutions and implements further preventative systems. Creates an environment for crew to feel comfortable to report issues, concerns etc.
- ✓ Relies on your contacts and has the ability to pull in crew/facilities, when necessary, at very short notice.
- ✓ Provides the producers with problem solving options and associated costs when necessary.

**Task statement 4:****Human resource management.****Associated activities**

- ✓ Assesses crew members for employment: read CVs, short lists, suggesting to HODs, interviews.
- ✓ Builds positive working relationships.
- ✓ Manages individual crew members: deals with HR issues such as policies and procedures, grievances, bullying, sexual harassment, disciplining and warnings.
- ✓ Consults with HODs and crew on tasks required, setting out realistic parameters, and deadlines. Ensures two-way communication with all parties.
- ✓ Has an open door policy.
- ✓ Manages hours, timesheets and overtime.

**Task statement 5:****Delegates to Production Department.****Associated activities**

- ✓ Oversees the progress reports and takes note of and necessary details.
- ✓ Daily management of efficiency within the department.
- ✓ Communicates relevant information to the department to ensure all necessary actions are taking place i.e. distribution, deals, production issues.
- ✓ Ensures the department keeps information flowing with regular and clear communication.

**Task statement 6:****Responsible for the legal and H&S compliance of the project.****Associated activities**

- ✓ Issues any necessary policy documents.
- ✓ Ensures all copyright clearances are in place.
- ✓ Employs a Health and Safety Officer and ensures they are compliant and carry out any due diligence.
- ✓ Issues contracts and ensures all contracts for other departments are in place i.e. Locations.
- ✓ Signs off on the H&S Statement and manages any monitoring systems.
- ✓ Ensures all necessary training takes place: COVID requirements, fire wardens, 1st aiders.
- ✓ Runs fire drills when necessary.
- ✓ Receives production pack from the legal team.
- ✓ Issues the H&S Statement.

**Task statement 7:****Documents the project and ensures access to all relevant parties for post-production and delivery.****Associated activities**

- ✓ Documents and delivers all aspects of production - visual, data, legal, HR, compliance, reference etc.
- ✓ Raises red flags against any issues which may have a continued effect on production during post, delivery, or distribution i.e. outstanding documents such as clearance.
- ✓ Creates and submits a credit list.
- ✓ Books and pays for subtitling or audio-description files to be generated.

## Technical competencies

Area	Indicators	
<b>Digital Skills</b>	✓ ✓ ✓ ✓	You are highly skilled at using Movie Magic budgeting, Excel, Final Draft, scheduling software Stay up to date with digital solutions and packages You can learn new digital systems Can competently use the Digital Purchase Order system
<b>H&amp;S Competency</b>	✓ ✓ ✓	Has read and can understand the H&S Statement and knows what applies to the Production Department Has shown ability to follow Health and Safety protocols on set and location Health & Safety management training
<b>Administrative Skills</b>	✓ ✓	Can critically evaluate each script and break it down to assess requirements Can streamline access to files, ensuring attention to detail on paper trail
<b>Knowledge of techniques and conventions of film making</b>	✓ ✓ ✓	Can show understanding of techniques and conventions of filmmaking Has a thorough understanding of all departments and the grades within Has a thorough understanding of the Working time Act, meal breaks rules and turnaround requirements.
<b>Create and update the Working Budget</b>	✓ ✓ ✓ ✓	Can generate reports and DOODs Has a good knowledge of costs for services Can assess project requirements Is skilled in negotiating on price, assessing value and quality for money
<b>Budget management skills</b>	✓ ✓ ✓ ✓	Has fantastic interpersonal and conflict resolution skills Has expert departmental, equipment, technical and time management knowledge Has the ability to balance the production budget/feasibilities/financial parameters etc. alongside the Director's artistic vision Ensuring best value on screen. Ensuring deadlines can be met and contracts adhered to
<b>Crewing</b>	✓ ✓ ✓ ✓	Knowledge and experience of crew grades, rates, required technical ability, and industry standard working conditions Can check references and interview, ensuring gender balance and diversity Can negotiate with HODs to consider other applicants for job where there is a requirement to fulfill S481 Has a good up to date working knowledge of crew
<b>Insurance Knowledge</b>	✓ ✓ ✓	You know what the production requires with regards to insurance You have contacts within the insurance world You have a comprehensive knowledge of legal, Health & Safety, insurance, company law, revenue liabilities, and union rules that may be applicable to the territory



## Technical competencies

Area	Indicators	
Accounting Knowledge	✓	Engage in accounting systems
Union Knowledge	✓	You can supply the union with documents as per agreement
	✓	You communicate openly with the union throughout production
	✓	You have a thorough knowledge and understanding of the shooting agreement
	✓	Knowledge of the Working Time Act.
	✓	A thorough understanding of who's who in SIPTU and the Guilds.







# Production Coordinator

Production Coordinators manage how the production office is run. From overseeing and taking phone calls, making sure each member of the production team is doing their job to ensuring the necessary paperwork is printed, photocopied, and distributed. The Production Coordinator's job begins in pre-production when they set up the production office, organise the rental, transportation and arrival of equipment, order supplies, organise the transport for cast fittings and manning the production diary. During production, Production Coordinators are responsible for preparing daily progress reports and managing script amendments. They also deal with call sheets and transport requirements, informing the Transport Captain of what is needed for the following day and organise couriers/shipping companies and dealing with insurance paperwork and claims. As the shoot draws to an end, Production Coordinators help the Production Manager to 'wrap' the production. They close accounts with suppliers, return surplus stock and tie up all loose ends. Production Coordinators are extremely organised, fantastic at delegating and making decisions as well as good listeners and problem solvers.

## Key tasks:

1. Sets up during prep.
2. Organises logistics in the immediate, medium and long term.
3. Creates and distributes all documentations and paperwork.
4. Oversees documentation relating to cast – cast list.
5. Onboards all cast and crew.
6. Team management.
7. Documents the production for posterity, compliance and delivery.
8. Manages crew training.



## Task statements

### Task statement 1:

#### Sets up during prep.

##### Associated activities

- ✓ Organises production meetings.
- ✓ Maintains and updates the production diary on a daily basis and circulates to all crew who require it.
- ✓ Organises pick ups and fittings for cast until 2nd comes on board.
- ✓ Orders any necessary departmental stock: knowledge and access to suppliers, contractors, and facilitators.
- ✓ Sets up the digital systems and a suite of digital tools for all file management that is GDPR compliant.
- ✓ Sets up a system for file management: contracts, COVID files, policy documents, NDAs.

### Task statement 2:

#### Day-to-day coordination: organises logistics in the immediate, medium and long term.

##### Associated activities

- ✓ Facilitates all necessary arrangements such as payments and reporting by liaising with accounts.
- ✓ Oversees and manages the day-to-day running of the production office.
- ✓ Supports departments with regards to logistic requirements.
- ✓ Assesses and facilitates requests from other departments.
- ✓ Collaborates with various departments in order to safety and quickly receive and deliver important equipment.
- ✓ Engages in dialogue with departmental heads, crew and contractors. Responds to verbal and written requests from within and outside the production.

### Task statement 3:

#### Creates and distributes all documentations and paperwork.

##### Associated activities

- ✓ Ensures speedy dissemination of paperwork with streamlined procedures. Puts in place a system of checks to ensure all personnel are covered by procedures.
- ✓ Progress report - reports updates on shoot by collating reports and creating the 'build folder' and clarifies when necessary.
- ✓ Liaises with the Script Supervisor, Extras Coordinator, Camera, Sound and ADs to conglomerate the necessary info.
- ✓ Keeps track of any scenes dropped or skipped for future reference.
- ✓ Shares the progress report with all who require it, such as the Accounts Department, Editors, Production Manager.
- ✓ Call sheet - liaises with Locations and Safety Officer in order to obtain travel information (TMO) for crew and risk assessments.
- ✓ Distributes the call sheet. If hard copies are requested, ensure they are distributed accordingly.

## Task statement 4:

### Oversees documentation relating to cast.

#### Associated activities

- ✓ Documents each new cast member as they are hired in the cast list.
- ✓ Uses the information from the casting advice note to inform other departments of their requirements.
- ✓ Contacts agents to discuss necessary travel and accommodation arrangements and to ascertain whether the cast member can be contacted directly.
- ✓ Circulates the finalised cast list with all relevant departments.

## Task statement 5:

### Onboards all cast and crew:

#### Associated activities

- ✓ Ensures all necessary documentation is signed.
- ✓ Prepares and issues all crew and cast contracts retrieving the necessary info from deal memos.
- ✓ Ensures all necessary policy docs accompany the contracts: COVID documentation, H&S etc.
- ✓ Makes any necessary visa applications and child license applications.
- ✓ Raises awareness on any issues in the immediate and long term.

## Task statement 6:

### Team management.

#### Associated activities

- ✓ Hires production staff.
- ✓ Manages the production team's workload and is aware of where the team is and what they are doing at all times.
- ✓ Manages the production team's hours: Issues and receives timesheets, reviews, and passes on to Production Manager.
- ✓ Makes any overtime requests for the production team.
- ✓ Raises awareness of current problems or insights into personnel to Production Manager/Line Producer.

## Task statement 7:

**Wraps up the production and documents the production for posterity, compliance and delivery.**

### Associated activities

- ✓ Issues notice letters to crew members.
- ✓ Streamlines access to files: document and deliver all aspects of production - visual, data, legal, HR, compliance, reference, clearance etc.
- ✓ Raises red flags against any issues which may have a continued effect on production during post, delivery or distribution.
- ✓ Closes any accounts that have been opened: refuse, shredding, water delivered.
- ✓ Closes accommodation contracts as cast leave.
- ✓ Ensures all hotels are paid in full and no bills are outstanding.
- ✓ Returns (if possible) any unused supplies.
- ✓ Creates the credits list.
- ✓ Ensures the digital suite is complete and accurate and that the wrap file matches the requirements from the production company.

## Task statement 8:

**Manages crew training.**

### Associated activities

- ✓ Supervises any new entrants under the skills development plan.
- ✓ Monitors task sheets and trains new entrants.
- ✓ Organises training sessions for any new digital tools/software.
- ✓ Liaises with Skills Officer with regards to any other requirements they have or need.



## Technical competencies

Area	Indicators	
<b>Digital Skills</b>	✓ ✓	You are highly skilled at using Movie Magic budgeting, Excel, Final Draft, scheduling software Can competently use the Digital Purchase Order system
<b>H&amp;S Competency</b>	✓ ✓	Has read and can understand the H&S Statement and knows what applies to the Production Department Has shown ability to follow Health and Safety protocols
<b>Administrative Skills</b>	✓ ✓ ✓ ✓ ✓	Can streamline access to files, ensuring attention to detail on paper trail Has a thorough understanding of production schedule and relevant milestones, information sharing and departmental requirements Has fantastic attention to detail in creation of all necessary information; schedules, call sheets, progress reports Has a systematic knowledge of contracts, insurance, visas, carnets, child licences You have a good knowledge of copyright and clearances issues globally
<b>Insurance Knowledge</b>	✓ ✓	You know what the production requires with regards to insurance You have contacts within the insurance world
<b>Accounting Knowledge</b>	✓	Can engage in accounting systems
<b>Knowledge of the workings of film and production requirements.</b>	✓ ✓ ✓ ✓	Has the ability to organise and multi-task; delegating lesser responsibilities to team members and overseeing the follow through on tasks and overall management of the Production Department Can take responsibility for task outcomes and the work of the Production Department as a group. Has access to suppliers, contractors and facilitators Can support departments with regard to logistical requirements in wide and often unpredictable matters
<b>Office Management</b>	✓ ✓ ✓ ✓	Has a thorough understanding of the information and updates required by Producers, and production partners i.e. progress reports Can document and track the progress of the production - schedule, stock etc. Can maintain and update the production diary on a daily basis and circulate to all crew who require it You can document any meeting, rehearsal, or fitting requests. Liaise with the Production Manager and Director on a regular basis to ensure all is running smoothly.
<b>Financial Skills</b>	✓ ✓ ✓	Can fulfil any necessary purchases, budgeting, petty cash You oversee flights and accommodation bookings You can manage your own personal taxation compliance



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# Assistant Production Coordinator

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An Assistant Production Coordinator works under the Head Production Coordinator who will tell them what tasks are to be performed during the day. They should be a good delegator and multi-tasker, as well as working well under pressure. A fantastic team player, an Assistant Production Coordinator can work effectively and peacefully even under stress. Fantastic communication skills are essential so that all the work within the production team may proceed smoothly. As one of the main points of contact in the production office, they must be approachable and knowledgeable of all departments. Having to deal with the crew, cast, agents, Producers, an Assistant Production Coordinator is always busy, but thrives in this environment. From assisting in issuing contracts, creating and updating unit lists and cast list, the Assistant Production coordinator is involved in nearly all aspects of the production office, from prep to wrap, organising, assisting the Coordinator and ensuring everything runs smoothly.

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## Key tasks:

1. Documents, creates and disseminates paperwork.
  2. Places orders and makes any necessary purchases.
  3. Organises everyday logistics: collates and shares information.
  4. Communicates.
  5. Supports the Production Coordinator with paperwork requirements
  6. Shipping coordination (when no Shipping Coordinator or Secretary is on board).
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## Task statements

### Task statement 1:

#### Document, create and disseminate paperwork.

##### Associated activities

- ✓ Ensures the unit list and cast list are complete and that all information within it is correct.
- ✓ Ensures the sides have been taken from the most up to date script when no digital suite is being used.
- ✓ Carries out and necessary costing exercises: price comparisons, per diem tracker, research.
- ✓ When required/necessary, assists the Production Coordinator in the creation and distribution of contracts - cast & crew.
- ✓ Ensures the scripts and relevant paperwork are correctly distributed.
- ✓ Writes and distributes notice or hiatus letters when necessary.

### Task statement 2:

#### Place orders and make any necessary purchases.

##### Associated activities

- ✓ Contacts relevant departments and requests their consumable list i.e. Camera & Sound.
- ✓ Liaises with the 3rd AD to establishing how many walkie talkies are required and place order.
- ✓ Places the order with the relevant outlet.
- ✓ Creates and updates the asset list.
- ✓ Liaises with the Production Manager and Coordinator regarding organising and ordering wrap gifts.

### Task statement 3:

#### Organisation of everyday logistics: collates and shares information.

##### Associated activities

- ✓ Collates and verifies information for the Production Coordinator, Producers etc.
- ✓ Undertakes daily requests for information as required, supplement information and respond to queries without supervision.
- ✓ Ensures there are always copies of the shooting agreement, company policy document and H&S Statement available.
- ✓ Communicates with crew, cast, Producers on diverse production aspects.
- ✓ Responds to verbal and written requests from within and without the production.
- ✓ Orders and organises installation & maintenance of printers.
- ✓ Car rentals.

## Task statement 4:

### Supports the Coordinator with paperwork requirements

#### Associated activities

- ✓ Has a basic knowledge of cast and crew contracts, progress insurance, visas, carnets, child licenses.
- ✓ Obtains work permits or visas for cast when necessary.
- ✓ Performs bespoke tasks, caters to the needs for each production, relieving any pressure points for the Coordinator.

## Task statement 5:

### Shipping coordination (when no Shipping Coordinator is on board).

#### Associated activities

- ✓ Responds to requirements from each department.
- ✓ Obtains prices and has them approved.
- ✓ Books containers.
- ✓ Deals with customs paperwork.
- ✓ Organises the offloading and transportation of goods on arrival.

## Technical competencies

Area	Indicators	
<b>Digital Skills</b>	✓	You are highly skilled at using Excel
	✓	Can competently use the DPO system
	✓	You know how to use Scenechronize or other digital suites for communication and distribution
	✓	You know how to create distribution lists within the digital suite
<b>Health and Safety Competency</b>	✓	You have read/understood the H&S Statement & know what applies to the Production Department
	✓	Has shown ability to follow Health and Safety protocols on set and location
<b>Administrative Skills</b>	✓	You can streamline access to files, ensuring attention to detail on paper trail
	✓	You have a thorough understanding of the production schedule and relevant milestones
	✓	You have a basic knowledge of contracts, insurance, visas, carnets, child licences
	✓	You have comprehensive computer skills
	✓	You have fantastic attention to detail in presentation of all necessary information
	✓	You work with the Coordinator and Production Department for the speedy dissemination of paperwork and information.
<b>Knowledge of production requirements and production office procedures.</b>	✓	You have a good knowledge of the workings of film, the various departments, and their production requirements
	✓	Can supervise individuals within the department
	✓	Understands the production schedule
	✓	Has access to suppliers, contractors and facilitators
	✓	You can read and understand the DOODs
	✓	Thorough understanding of travel logistics - flights, traffic etc.
	✓	You can negotiate rates with hotels, leases with landlords and contracts with subcontractors
	✓	You document all costs and correspondence
<b>Financial Skills</b>	✓	Budgeting and purchasing skills
	✓	Managing petty cash forms accurately
	✓	Correct use of time sheets

## Travel & Accommodation Coordinator

Travel Coordinators are responsible for planning, coordinating, and booking flights, hotel rooms, rental cars, and other forms of ground transportation for cast and crew. They also track travel expenses and make sure that directions to each filming location and other travel-related itineraries are accurate. Other important tasks for Travel Coordinators include notifying all cast and crew of travel documents needed, obtaining appropriate travel insurance plans, instructing all travellers to get medical exams and immunizations required for international travel, ensuring that all necessary work permits and visas are secured, and locating nearby hospitals and medical facilities in case there's an emergency during filming. Travel Coordinators must be extremely well organized, available to respond to last minute changes in scheduling, and quick at finding affordable alternative travel or lodging solutions when needed. Travel coordinators must also monitor weather forecasts and news reports for any possible circumstances that might interfere with a production member's travel plans and adjust those plans accordingly. Planning, scheduling, and maintaining up-to-date travel itineraries is an essential component of keeping a production's timeline on track, so it is critical to hire a reliable and experienced Travel Coordinator to assist in travel arrangements. If Travel Coordinators are not hired, then tasks related to travel and accommodations are handled by the Assistant Coordinator.

### Key tasks:

1. General office administration.
2. Remains informed in order to know what and when to book.
3. Manages travel for cast and necessary crew.
4. Manages accommodation for cast and necessary crew.
5. Disseminates information accurately and efficiently.
6. Keeps necessary crew informed of all associated costs and logistics.

## Task statements

### Task statement 1:

#### General office administration.

##### Associated activities

- ✓ Uses good phone etiquette and following procedure for taking messages.
- ✓ Demonstrates effective communication skills.
- ✓ Uses the Dropbox and Box filing process/system as directed (digital suite proficiency).
- ✓ Uses DPO: purchase ordering system.
- ✓ Manages petty cash forms accurately.
- ✓ Familiarisation with all of the cast and crew, showing and carrying out responsibilities with appropriate etiquette.

### Task statement 2:

#### Remains informed in order to know what and when to book.

##### Associated activities

- ✓ Reads and understands call sheets and script amendments.
- ✓ Communicates consistently with the 2nd AD and Production Department (Coordinator and Production Manager).
- ✓ Reads and understands production schedules and DOODs.
- ✓ Calmly troubleshoots any issues and crisis management such as schedule changes.
- ✓ Keeps in touch with agents to ensure any schedule conflicts or changes are dealt with swiftly.
- ✓ Keeps note of cast preferences such as airports, taxis etc.
- ✓ Ensures costings outside of threshold are approved promptly.

### Task statement 3:

#### Manages travel for cast and necessary crew.

##### Associated activities

- ✓ Has a thorough understanding of travel logistics - flights, traffic, etc.
- ✓ Anticipates the needs of the cast and crew and responds accordingly.
- ✓ Finds resolutions to logistical obstacles.
- ✓ Works through logistics of journeys and accuracy in predicting costs.



**Task statement 4:****Manages accommodation for cast and necessary crew.****Associated activities**

- ✓ Negotiates rates with hotels, leases with landlords and contracts with subcontractors.
- ✓ Ensures systems are in place, and builds trust with cast and crew on logistical issues.
- ✓ Maintains professional conduct in all dealings with high profile cast, Executives and Producers.
- ✓ Sources accommodation for crew to the expected standard and requirements, within budget.
- ✓ Sets up services and utilities in self-catering accommodation.
- ✓ Keeps a log of all self-catering accommodation details and costs.

**Task statement 5:****Disseminates information accurately and efficiently.****Associated activities**

- ✓ Distributes the accommodation memo for new crew.
- ✓ Completes travel movement orders and distributes internal version and external version.
- ✓ Keeps the 'cast whiteboard' up to date with new information and schedule changes as they come in.

**Task statement 6:****Keeps necessary crew informed of all associated costs and logistics.****Associated activities**

- ✓ Keeps a file on all leases for self-catering accommodation, ensuring all terms are read and understood, checking for any hidden costs and ensuring the Accounts Department have a copy.
- ✓ Keeps a record of all utilities and services, that all accounts opened are cancelled when no longer required and final payments have been made.
- ✓ Enters figures into the departmental Excel budget sheet for all incurred costs.
- ✓ Documents all costs and correspondence.

## Technical competencies

Area	Indicators	
<b>Digital Skills</b>	✓ ✓ ✓ ✓	You have a good knowledge of industry standard software You can use Word and Excel You have a thorough understand of Digital Purchase Order Systems Can use Scenechronize or other digital suites for communication and distribution
<b>Health and Safety Competency</b>	✓ ✓	You have read and can understand the H&S Statement You have shown ability to follow health and safety protocols on set and location
<b>Administrative Skills</b>	✓ ✓ ✓	You can streamline access to files, ensuring attention to detail You can document all costs and correspondence You can support the Production Department with regard to logistical requirements
<b>Travel And Accommodation Skills</b>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	You can negotiate rates with hotels, leases with landlords and contracts with subcontractors You are skilled in reading and understanding the DOODs You have a systematic knowledge of visas You can communicate effectively with travel agents You keep on top of email and phone communication and to act on urgent communication immediately You understand which issues need to be referred up to the HOD You are proficient in all relevant paperwork including travel and movement orders, travel authorisations, purchase orders
<b>Production Skills and Knowledge</b>	✓ ✓ ✓ ✓ ✓ ✓ ✓	You have a thorough knowledge of the workings of film, the various departments, and their production requirements Display an understanding of the roles and responsibilities within the Accounts Department and foster good relationships Display an understanding of the structure of the departments in the production Familiarisation with all of the cast and crew and showing and carrying out responsibilities with appropriate set etiquette Competency in all day-to-day production office activities Proficiency in production office filing systems and file management Working knowledge of communication structure and approval structure

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# Production Trainee

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Production Trainees/Assistants are the backbone of the production team. Doing shopping, making sure the office is well stocked and supplies are maintained. Good listeners and very organised, Production Trainees rarely have down time. Always busy, they take lunch and breakfast orders for the production office, do post office runs or other supplier collections they may not deliver. They copy the call sheets, sides, scripts, health and safety notices and other paperwork and distribute it to the crew. Filing paperwork, answering the phone, and assisting the coordinator in any way necessary, the Production Trainee keeps the office organised and well maintained.

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## Key tasks:

1. Performance of daily routine tasks.
  2. Provision of daily paperwork to departments.
  3. Liaises between various departments and production.
  4. Communicates with suppliers.
  5. Manages allocated funds, documents spends.
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## Task statements

### Task statement 1:

#### Performance of daily routine tasks.

##### Associated activities

- ✓ Operates phone system, holds and transfers calls.
- ✓ Phone extension lists.
- ✓ Manages petty cash forms and time sheets accurately.
- ✓ Orders lunches and keeps kitchen stocked.
- ✓ Understands and maintains waste management systems: manages the requirements for skips and ensures they are collected in a timely fashion.
- ✓ Responds to time sensitive requests from production and other departments. Alerts supervisor to changes to time strategy.
- ✓ Keeps the production office organized and tidy.

### Task statement 2:

#### Provision of daily paperwork and deliveries to departments.

##### Associated activities

- ✓ Prepares and distributes updated phone extension lists each week with accuracy and attention to detail.
- ✓ Knowledge and understanding of call sheets, schedules, movement orders and other production relevant paperwork.
- ✓ Follows procedure for checking and stocking the 'set box'.
- ✓ Runs errands.

### Task statement 3:

#### Liaising between various departments and production.

##### Associated activities

- ✓ Communicates and liaises with departments, cast and crew within limited contexts.
- ✓ Acts sensitively to time and pressure constraints on other personnel, especially cast and Directors, Producers.
- ✓ Follows procedure for taking deliveries and ensures that they get to the recipient in a timely fashion.
- ✓ Hands out production phones to necessary crew and keep tab for retrieval on wrap.

## Task statement 4:

### Communicates with suppliers.

#### Associated activities

- ✓ Communicates and liaises with contractors and suppliers.
- ✓ Orders stationery and supplies for the production office.
- ✓ Specific purchases when requested for cast/Director/production.
- ✓ Sets up a laundry system with a supplier.
- ✓ Checks people out of accommodation when necessary.

## Task statement 5:

### Manages allocated funds and documents spends.

#### Associated activities

- ✓ Manages expenditure in the short term and long term.
- ✓ Documents production and departmental spending.
- ✓ Manages spends and ensures fluidity of funds to achieve required tasks.
- ✓ Keeps a receipts folder and keep petty cash updated.



## Technical competencies

Area	Indicators	
<b>Digital Skills</b>	✓ ✓ ✓ ✓	Knowledge of industry standard software Use of Word and Excel Digital Purchase Order System Using Scenechronize for communication and distribution
<b>Administrative Skills</b>	✓ ✓ ✓ ✓ ✓ ✓ ✓	Streamline access to files, ensuring attention to detail on paper trail A basic understanding of production schedule, information sharing and departmental requirements Has attention to detail in creation of all necessary information Thorough understanding of set box and its importance Workspace are kept organised, clean, free of clutter and all items stored in a neat logical order Using good phone etiquette and following procedures for taking messages Manage the filing of non-disclosure agreements and keep files up to date Attention to detail in copying and distributing paperwork
<b>Display an understanding of the roles and responsibilities.</b>	✓ ✓ ✓ ✓ ✓	Assess and plan tasks. Assume responsibility for time management Familiarization with all of the cast and crew, showing & carrying out responsibilities with appropriate set etiquette to foster good relationships Has a thorough understanding of who is who, who to go to for particular issues Ability to recognize and respect delineation of roles Ability to take and respond to supervision
<b>H&amp;S Competency</b>	✓ ✓	Has read and can understand the H&S Statement and knows what applies to the Production Department Has shown ability to follow health and safety protocols
<b>Ability to escalate problems to those concerned</b>	✓	Can identify problems and define problems



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