

Screen Guilds of Ireland
Competency Framework

Script Supervisor's Department

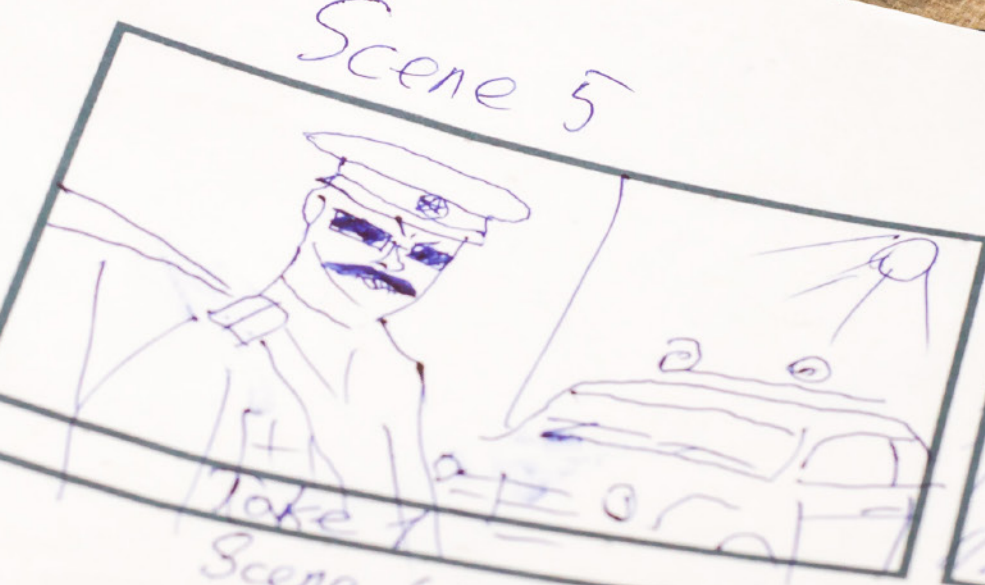


Fís Éireann
Screen Ireland





Scene 5



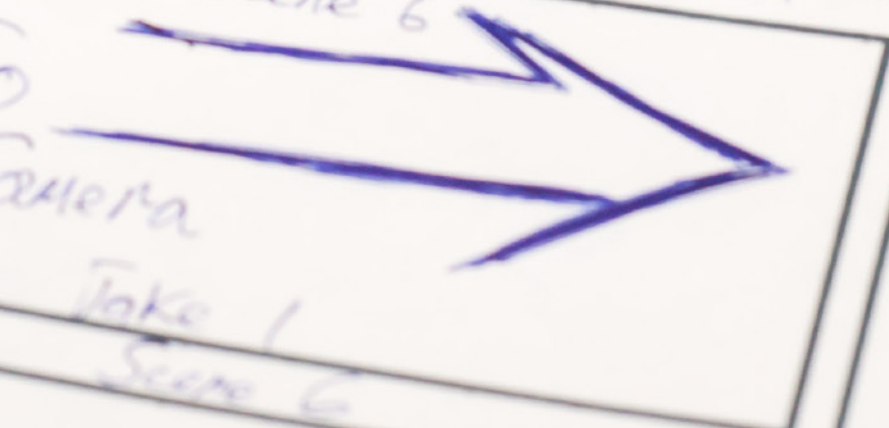
Take 7
Scene 6

Storyboard

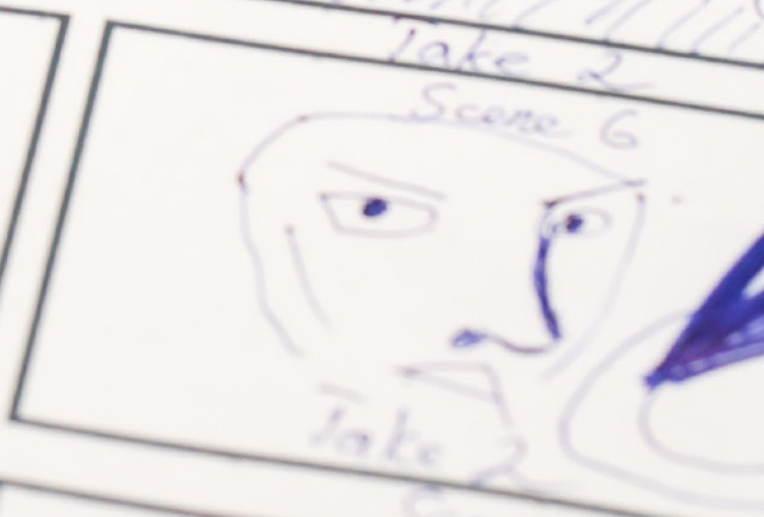
Scene 2



Take 2
Scene 6



Camera
Take 1
Scene 6



Take 2
Scene 7



Script Supervisor's Department

Roles

1. Script Supervisor
2. Trainee Script Supervisor

Script Supervisor

The Script Supervisor is responsible for maintaining the integrity of the script during shooting, they are also responsible for continuity. They work very closely with the Director and other departments to help maintain continuity while taking detailed notes on what is shot each day for the Editorial Department. A Script Supervisor is a Head of Department, albeit normally a department of one. The role is a senior technical grade. A Script Supervisor is hired onto a project by the Production Manager/Line Producer with the approval of the Director. In most cases the Script Supervisor will do a couple of weeks prep in advance of principal photography and their contract with a production and ends with the completion of principal photography.

Key tasks:

- 1.** Estimates the running time of a script to allow Producers to gauge if it's over or under required parameters, using learned methods for timings and a stopwatch.
 - 2.** Provides script breakdowns to all departments requiring continuity guidance/supervision in order to maintain continuity of the story.
 - 3.** Supervises script accuracy while filming by monitoring dialogue as performed in order to deliver a shooting script on completion of filming.
 - 4.** Supervises camera positions in order to maintain correct shot construction and eyelines which allows the Editorial Department to construct a cohesive scene.
 - 5.** Prepares documentation for the Editorial Department to assist in the edit process by observing and recording continuity elements while filming.
 - 6.** Takes and keeps continuity photos for referencing throughout the shoot.
 - 7.** Communicates with the production department about the shoot day which allows the Producers/studios to stay informed of the progress of filming.
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Task statements

Task statement 1:

Estimates the running time of a script to allow Producers to gauge if a script is over or under required parameters, using learned methods for timings and a stopwatch.

Associated activities

- ✓ Proficiency in Excel/Word for the purpose of breakdowns and progress reports.
- ✓ Completes progress report including information such as scenes shot, number of setups, estimated running time and other useful metrics.
- ✓ Estimates the running time of a script to allow Producers to gauge if a script is over or under required parameters.

Task statement 2:

Provides script breakdowns to all departments requiring continuity guidance/supervision in order to maintain continuity of the story.

Associated activities

- ✓ Breaks down the script into continuity elements such as story days and timeline.
- ✓ Shares continuity documents with relevant departments to facilitate maintaining continuity.
- ✓ Meets with the Director to ensure all interpretations of the script are correct and in line with their creative vision.
- ✓ Establishes communication with other key crew members in order to maintain continuity effectively throughout.

Task statement 3:

Supervises script accuracy by monitoring dialogue as performed in order to deliver a shooting script on completion of filming.

Associated activities

- ✓ Records any changes to dialogue while filming in order to maintain script accuracy.
- ✓ Observes dialogue as performed.
- ✓ Communicates changes in script to production for distribution where changes influence the direct continuity of story.
- ✓ Logs any script changes that are likely to remain in the edit.

Task statement 4:

Supervises camera positions in order to maintain correct shot construction.

Associated activities

- ✓ Supervises camera positions, to preempt eyeline and continuity issues.
- ✓ Observes the dialogue performed while filming in order to maintain script accuracy so as the Writer's vision is upheld.
- ✓ Key areas include script accuracy, continuity of actors and artists, screen direction/eye lines in conjunction with the Camera Department.
- ✓ Monitors eyelines to allow the Editorial Department to construct a cohesive scene.

Task statement 5:

Prepares documentation for the Editorial Department to assist in the edit process by observing and recording continuity elements while filming.

Associated activities

- ✓ Prepares documentation for the Editorial Department to assist in the edit process by observing and recording continuity elements while filming.
- ✓ Lines the script.
- ✓ Prepares the daily Editor's Log.
- ✓ Communicates Director's notes to Editor.
- ✓ Gathers information from key departments required for Editor's Log.

Task statement 6:

Takes and keeps continuity photos for referencing throughout the shoot.

Associated activities

- ✓ Takes digital photos for reference in each scene.
- ✓ Creates and organises a reference database for these photos.
- ✓ Liaises with other departments who may have taken their own reference photos also.
- ✓ Keeps these photos for production in case of re-shoots/reference necessities.

Task statement 7:

Communicates with the Production Department about the shoot day which allows the Producers/studios to stay informed of the progress of filming.

Associated activities

- ✓ Prepares daily progress to notes include: set up information, slate number, shot descriptions, technical camera information for matching shots and basic VFX information, number, and length of takes to help editorial, notes and comments from the director for Production Department in order to monitor progress and record daily shooting hours.
- ✓ Understands technical terminology/technical or craft specific notes.
- ✓ Calculates actual screen time of scenes as they are filmed and log on progress report.
- ✓ Calculates page count of scenes shot for the progress report.
- ✓ Records daily shooting hours on the progress report.

Technical competencies

Area	Indicators	
Ability to document story days and breakdown script	✓ ✓ ✓	Understands continuity script elements and documentation Can create timelines Recognises continuity elements within a script
Knowledge of industry standard methods for timing scripts	✓	Can calculate script timings to a high standard of accuracy
Skill in collaborating with key departments regarding continuity of story	✓ ✓ ✓	Knowledge of departments requiring continuity guidance/supervision Skill in observation of key continuity elements on set Knowledge of elements requiring supervision
Skill in how to notate the script to record changes.	✓ ✓ ✓	Can actively listen to dialogue as performed in order to record changes in dialogue while filming Can focus in a noisy environment Skill in written communication
Knowledge of Camera positions	✓ ✓ ✓	Understands how camera positions dictate correct eyelines
Skilled in understanding how editors work.	✓ ✓ ✓ ✓ ✓ ✓	Knowledge of what is required to enable shots to cut together Knowledge of the format for lining a script for the Editor's use Knowledge of the editing process Skill in observation of editorial elements/ability to observe editorial elements in action Knowledge of all aspects of Editor's Log Skill to be adaptable to each Editor's needs
Skilled at working with cast and director	✓ ✓	Skill in diplomacy, discretion Good oral communication skills

Trainee Script Supervisor

A Trainee Script Supervisor works closely with and reports to the Script Supervisor. Their main responsibility is to shadow and assist the Script Supervisor in their duties but hold no real responsibility with regards to continuity. The Trainee may also assist with workflow, for example organising photos, updating the working script, inputting colour pages. A Trainee may also be required to do coffee and lunch runs if the Script Supervisor cannot step away from set. To be a successful Trainee Script Supervisor one needs: attention to detail, interpersonal and communication skills, the ability to work as part of a team, good organisational skills, the ability to multitask, the ability to recognise when to step back, enthusiasm regardless of the task, tact and sensitivity to the environment, artists and Directors.

Key tasks:

1. Ensures the ease of the Script Supervisor's day as much as possible.
 2. Learns lens sizes and understands the camera details of each shot given by the focus puller.
 3. Learns basic continuity needs in a scene.
 4. Keeps the continuity workflow organised.
 5. Continuity of background action.
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Task statements

Task statement 1:

Assists the Script Supervisor as much as possible.

Associated activities

- ✓ Aids in the smooth running of the Script Supervisor's Department, in order to gain familiarity with the tasks of the Script Supervisor.
- ✓ Has an understanding of set etiquette and continuity needs.
- ✓ Observes the key tasks of the script supervisor.
- ✓ Facilitates the Script Supervisor's workflow when they cannot step away from set.

Task statement 2:

Learns lens sizes and understands the camera details of each shot given by the focus puller.

Associated activities

- ✓ Engages with the other departments in order to learn about camera lens sizes.
- ✓ Learns how camera records are taken and logged.
- ✓ Notes camera details in the Script Supervisor's lined script.
- ✓ Develops or learns the shorthand.

Task statement 3:

Learns basic continuity needs of a scene.

Associated activities

- ✓ Studies a scene breakdown, timeline and continuity assessment of the script as prepared by the Script Supervisor.
- ✓ Observes cast movements and dialogue, developing an eye for discrepancies in continuity.
- ✓ Becomes familiar with camera positions/eyelines.
- ✓ Becomes familiar with the variety of roles on set and how different departments interact.

Task statement 4:

Keeps the continuity workflow organised.

Associated activities

- ✓ Organises any necessary paperwork and files into folders.
- ✓ Organises photos into scenes for reference.
- ✓ Assists the Script Supervisor in planning and communicating with production.
- ✓ Maintains hard copies of up to date script changes/coloured pages.

Task statement 5:

Continuity of background action

Associated activities

- ✓ Follows the instruction of the Script Supervisor in order to gain experience in methods for documenting continuity of a scene.
- ✓ Observes the background action, taking notes and flagging any discrepancies.
- ✓ Takes photographs of key background formations, things that are featured costume details, hair styles, wounds etc.

Technical competencies

Area	Indicators	
Basic knowledge of how-to breakdown a script.	✓ ✓ ✓	Understands continuity script elements and documentation Can create timelines Recognise continuity elements within a script
Basic Understanding of the Script Supervisors Role	✓ ✓	Prep – timings, story days, timeline, continuity breakdowns. Shooting – maintaining continuity, monitoring dialogue, preparing daily reports for post and production
Ability to Support the Department	✓ ✓ ✓ ✓ ✓ ✓	Voice projection Ability to concentrate Good with numbers Keep the continuity workflow and photos organised Can on occasion, prompt dialogue. Can update the daily progress report throughout the day
Admin Skills	✓	Ability to use email
Health and Safety Knowledge	✓ ✓	Has read and can understand the H&S Statement and knows what applies to the Script Supervisor's Department Has shown ability to follow Health and Safety protocols on set and location
Knowledge of who's who on set	✓	Has a thorough understanding of the different roles on set, who to go to for particular issues



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