
Screen Guilds of Ireland
Competency Framework

Art Department



Fís Éireann
Screen Ireland





Art Department

Roles

1. Production Designer
2. Stand By Art Director
3. Art Director
4. Assistant Art Director
5. Draughtsperson
6. Junior Draughtsperson
7. Art Department Coordinator
8. Art Department Trainee

Production Designer

The Production Designer collaborates with the Director and Producer as a key creative figure on any production. They must create and communicate design ideas and help to realise the Director's creative vision for 'the look' of a film or TV project. They are responsible for leading the design team to research, determine and specify how design ideas can be achieved. They must design and oversee the construction of set builds in studio, on location and troubleshoot any creative or technical issues that may arise. They must recruit and manage the art department staff within tight budgets and production deadlines. The Production Designer must create a working schedule of all design, building and dressing work for a project.

Key tasks:

1. Collaborate with the Director/Producer/Show Runner to design all visual aspects of the production.
 2. Script breakdown.
 3. Carry out necessary research in order to present visual ideas.
 4. Agree and manage a given budget.
 5. Plan a working schedule and manage the team to deliver as planned.
 6. Recce and choose locations to fulfil both the Director's vision and filming requirements.
 7. Design and oversee the construction of sets on location and in studio.
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Task statements

Task statement 1:

Collaborate with Director/Producer/Showrunner to design all visual aspects of the production.

Associated activities

- ✓ Attend preliminary meetings with producers, sometimes before Directors are attached.
- ✓ Based on a script outline or scripts, discuss the project.
- ✓ Put an initial look book together for discussion at early meetings after which time the job will be awarded.

After the job is awarded, the following process occurs

- ✓ Discuss and familiarise with the Director/Producer/Show Runner vision for the final visual outcome of the production.
- ✓ Visualise and articulate ideas in both 2D and 3D. Produce and refine mood boards, engage Concept Artists and/or Model Makers to start realising set concepts, work on film colour palette.

Task statement 2:

Script breakdown.

Associated activities

- ✓ Break down scripts and outlines.
- ✓ Determine which sets will be on location and which will be studio builds.
- ✓ Earmark any sequences requiring complicated SFX which may impact on sets and locations.

Task statement 3:

Carry out necessary research, in order to present visual ideas.

Associated activities

- ✓ Create drawings, models and mood boards to communicate design ideas.
- ✓ Communicate how an idea will be actualised in reality.
- ✓ Designing, problem solving and offering practical solutions to any problems.

Task statement 4:

Agree and manage a given budget.

Associated activities

- ✓ Estimate costs in every area of Art Department spend and liaise with production to establish budget parameters.
- ✓ Know what is achievable within the parameters of a given budget.
- ✓ Organise and plan ahead.

Task statement 5:

Plan a working schedule and manage the team to deliver as projected.

Associated activities

- ✓ Put together the best team, carry out interviews and review CVs.
- ✓ Create and adhere to a working schedule.
- ✓ Communicate and delegate effectively.
- ✓ Be accountable for the work of your department and related departments.

Task statement 6:

Recce and choose locations to fulfil the Director's brief and filming requirements.

Associated activities

- ✓ Collaborate with and brief Location Manager on what locations are required.
- ✓ Recce locations with the Location Manager and narrow down the selection for the Director.
- ✓ When looking for locations, accessibility and lighting access need to be taken into consideration. Some practical difficulties and additional costs may be accepted to achieve great production value for the project.
- ✓ Any potential health and safety issues need to be flagged to production for assessment in conjunction with the Location Manager.
- ✓ Articulate verbally and visually how the locations can be adapted to suit the production and communicate this to all departments.
- ✓ Concept art and/or models can be generated to show how design can enhance or adapt a location.

Task statement 7:

Design and oversee the construction of sets on location and in studio.

Associated activities

- ✓ Ensure that all set builds are finished to the standard required, on schedule, and fulfil the requirements of the script.
- ✓ Decide on all elements of the set – colours, props, architectural details etc. to create a cohesive look.
- ✓ Detailed drawings are generated for all construction and discussed with the Construction Manager regarding budgets, timeframe and levels of finishes.
- ✓ Lighting, SFX, VFX, stunt requirements all need to be considered at this point.

Technical competencies

Area	Indicators	
Research	✓ ✓ ✓ ✓	Ability to compile an extensive relevant research database Ability to critically interpret and evaluate the script from a design perspective Extensive knowledge of design of different periods/eras and ability to research effectively if lacking in knowledge of a particular period Can create and compile visual references and design ideas
Communication	✓ ✓ ✓	Can articulate ideas visually and verbally to the Director and other departments Ability to liaise with production throughout regarding budget and progress Can communicate effectively and efficiently, maintaining excellent relationships within the department and across other departments
Organisation	✓ ✓ ✓ ✓	Can organise a workflow schedule and delegate amongst the department to ensure everything is achieved on time Possess a realistic understanding of how long things will take – fastidious time management Ability to work within budget and keep track of spend throughout Can choose and organise the best team for the job
IT Skills	✓ ✓	Must be proficient in Microsoft Office suite Commonly used software applications are: Photoshop, Illustrator, SketchUp, Vectorworks, Dropbox, photo management, digital photography and management, digital presentations
Creativity	✓ ✓	Can design and realise an expression of the Director's vision Can draw, paint and model make to a high-level, communicating design ideas practically and visually to the Director and other departments
Health and Safety	✓	Excellent understanding of Health and Safety protocols
Construction Knowledge	✓ ✓ ✓	A good understanding of how sets are built as some structural requirements may impact on the design of the set Anticipate any cost implications on the cost of any set Understanding how sets are built will inform achievability within budget and timeframe
Knowledge of all other departments	✓	Art Department crosses over with most departments regularly: Stunts, SFX, Camera, Lighting, Costume, Make-Up, Production, Accounts, Locations, Construction, Props, ADs, Action Vehicles, Model Makers

Standby Art Director

The Standby Art Director represents the Production Designer or Art Department on set during filming, dealing with any changes that may be needed to the set or props while filming is underway. They oversee and maintain continuity throughout the shoot within their department. They are responsible for dressing or re-dressing sets according to the Production Designer's specifications, as well as liaising with the Art Department and construction crew on set. They must anticipate the effects of any scheduling or script changes and communicate effectively with the rest of the Art Department team. They must be prepared to troubleshoot any relevant Art Department issues that arise during shooting such as changes or repairs to sets or props.

Key tasks:

1. Carry out necessary research on period, character and locations.
 2. Be the Production Designer/Art Department representative on set.
 3. Dress/redress the sets as per the Production Designer's specifications.
 4. To oversee and maintain Art Department continuity on set.
 5. Coordinate all aspects of the Art Department on set, construction, set dec, graphics, vehicles, action props.
 6. Liaise with the Standby Props and Construction crew on set, dressing/redressing sets according to the Production Designer's specifications.
 7. Understand and maintain Health and Safety regulations.
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Task statements

Task statement 1:

Carry out necessary research on period, character and locations.

Associated activities

- ✓ Source information on specific areas.
- ✓ Carry out any necessary research and enhance pre-existing knowledge to a proficient standard.
- ✓ Attend tech recces.
- ✓ Break down script and follow up on interdepartmental crossovers.

Task statement 2:

Be the Production Designer/Art Department representative on set.

Associated activities

- ✓ Make necessary introductions and establish good communication with key members of other key departments.
- ✓ Ensure that the design concept is maintained and communicate with the Director and DOP anything which should not be in frame and or do what you can to make the shots work, if necessary.
- ✓ Always be attentive and watching camera angles to ensure the set is dressed correctly and in continuity.
- ✓ Understand lens sizes and angles to anticipate requirements for the shot.
- ✓ Be prepared for any floating flats and set changes and prepare standbys for turnaround in the most time-efficient way possible.
- ✓ Inform ADs of any time requirements for any set changes so this can be built into their day.

Task statement 3:

Dress/redress the sets according to Production Designer specifications

Associated activities

- ✓ Be present as the designer's eyes and ears on set
- ✓ Coordinate Set Dec Team to dress sets adhering to the designer instructions
- ✓ Working closely with Script supervisor and develop a system for various states of set dress/undress to assist with the story

Task statement 4:

Oversee and maintain Art Department continuity on set

Associated activities

- ✓ Keep record of each set up, communicating with the director, DOP, and stand by props on continuity of each set up
- ✓ Keep a record of what has been shot before
- ✓ Taking continuity reference photographs for each scene/set
- ✓ Generate scene by scene breakdowns and track continuity across schedule.

Task statement 5:

Coordinate all aspects of the Art Department on set – construction, stand by props, set dec

Associated activities

- ✓ Work with stand by props and ensure everything is on set for required scenes
- ✓ Inform the art department of any changes which occurred on set which may impact
- ✓ Communicate through relevant departments, effectively ensuring everyone is on the same page regarding daily requirements
- ✓ Plan ahead and delegate within own departments ensuring they can work as a cohesive team
- ✓ Always be thinking ahead so that you are prepped and have lined up standby const. for upcoming changes
- ✓ Co-ordinate any changes with the 1st AD to ensure smooth running on set

Task statement 6:

Liaise with the Standby Props and Construction crew on set, dressing/redressing sets as per the Production Designer's specifications.

Associated activities

- ✓ Coordinate with the team and communicate effectively regarding the Production Designer's vision.
- ✓ Have an eye for design sensibility dressing and arranging props.
- ✓ Maintain set finishes working with stand by construction.

Task statement 7:

Understand and maintain Health and Safety regulations.

Associated activities

- ✓ Ensure the entire team is informed – and other departments if necessary - about any health and safety concerns for each particular set.
- ✓ Keep watchful eye on your team ensuring their work will not have a negative effect or create any danger on set.

Technical competencies

Area	Indicators	
Research	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> Ability to compile and navigate research database Ability to read and interpret the script from a design perspective Good knowledge of design, different periods, and ability to supplement that knowledge if lacking in a particular area Can use and interpret visual references to discuss ideas with the Production Designer
Communication	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> Can communicate the Art Director's vision on set and ensure that their standards are upheld Can keep a record of continuity throughout the shoot and communicate this to Director/DOP Ability to react to unforeseen camera angles on set and offer solutions while maintaining and protecting the set design
Organisation	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> Ability to organise the set from an art perspective - liaising with construction, standby props, vehicles and Assistant Directors Ability to prioritise tasks conducive to being picture ready as quickly as possible Ability to delegate jobs within department to facilitate efficient completion of tasks
IT Skills	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> Word, Excel, PowerPoint, Photoshop, photo storage and management, SketchUp, Vectorworks or CAD or alternative drawing package, Dropbox or similar file sharing and storage
Health and Safety	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> Excellent awareness of Health and Safety standards Ability to observe and communicate specific Health and Safety concerns on each specific set Liaise with the 1st AD regarding any concerns/informing the rest of the crew
Construction Knowledge	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> Understand set construction so if on set changes or modifications are required the Standby Art Director can offer solutions and timeframe or inform what is not possible, while maintaining the Production Designer's vision
Knowledge of all other departments	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> Understand who key people are on set and maintain excellent lines of communication with them

Art Director

An Art Director's role includes realizing the Production Designer's and the Director's vision for the look and visual style of a film or TV show. Project managing all work across the Art Department, controlling the creation of sets and locations that give the project its specific look and feel. Working to a budget, overseeing the working schedule for all required design, construction and dressing work, overseeing construction both in studio and on location. Communicating with the department team and with all relevant departments. The Supervising Art Director works on larger productions supervising a team of Art Directors.

Key tasks:

1. Read and break down the script to determine practical requirements for filming.
 2. Create construction drawings of the sets according to the Production Designer's vision.
 3. Create graphic designs for action props, set dressing etc. Maintaining the Production Designer's brief.
 4. Make models of the sets or locations.
 5. Carry out and draw up surveys.
 6. Create a research base for the Art Department.
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Task statements

Task statement 1:

Read and break down the script according to practical requirements for filming.

Associated activities

- ✓ Analyse and evaluate the script from an Art perspective to produce a practical list of requirements.
- ✓ Create workflow and distribute work in the art department. This list will feed into an art department workflow and will be distributed to the construction manager, prop master, location manager. Highlight interdepartmental crossovers, these discussions will then inform a detailed workflow for all areas in the art department and any time constraints that may also feed into the shooting schedule

Task statement 2:

Create construction drawings of sets according to the Production Designer's vision

Associated activities

- ✓ Discuss with the Production Designer their vision for the sets.
- ✓ Translate their ideas in detailed construction drawings either by hand or by computer.
- ✓ Go through sketches/concepts with Construction Manager and anticipate any construction requirements which may need to be considered when producing construction drawings.
- ✓ Discuss any practical requirements with other departments, Locations, DOP, Gaffer, and Set Decorator.

Task statement 3:

Create graphic designs for action props, set dressing etc. maintaining the Production Designer's brief.

Associated activities

- ✓ Design and create graphics using computer software by hand or coordinate with Graphic Design Department.
- ✓ Put in place a time plan to ensure they are ready for shooting.
- ✓ Coordinate any clearance requirements with the Clearance Department for any props or signage etc. being generated.
- ✓ Liaise with any external companies who may be manufacturing products. Oversee timelines with them.
- ✓ Oversee production of graphics, engage sign writers, draw and distribute sign boards and consider any installation requirements and inform Locations Department if applicable.
- ✓ Designer will approve the design. Relevant graphics may need Director approval.
- ✓ Names and branding need to be legally cleared via the Clearance Department.

Task statement 4:

Make models of the sets or locations

Associated activities

- ✓ Read drawings of sets/locations.
- ✓ Translate 2D drawings into 3D models.
- ✓ Models are used by Directors and DOPs and useful for interdepartmental production meetings about specific sequences.

Task statement 5:

Carry out surveys and draw them up.

Associated activities

- ✓ Draw and measure the space.
- ✓ Create legible and accurate survey notes.
- ✓ Organise access with Locations Department.
- ✓ Location requirements lists are generated and distributed to Locations, Props, Set Decoration, Construction
- ✓ Scaled survey drawings are used to create dressing plans and Directors and DOPs use them for plotting shot lists.

Task statement 6:

Carry out research for the Art Department.

Associated activities

- ✓ Source knowledge on specific areas.
- ✓ Perform and compile research to create a database for the Art Department.
- ✓ Source and price materials for set construction and finishes.
- ✓ Research period appropriate details in architecture, fixtures and fittings, colours, furnishings, textiles, and graphics.

Technical competencies

Area	Indicators
Research	<ul style="list-style-type: none"> ✓ Ability to compile and navigate research database ✓ Ability to read and interpret the script from a design perspective ✓ Good knowledge of design, different periods, and ability to supplement that knowledge if lacking in a particular area ✓ Can use and interpret visual references to discuss ideas with the Production Designer
Creativity	<ul style="list-style-type: none"> ✓ Ability to create graphic designs for action props either by hand or using computer software packages ✓ Ability to interpret 2D drawings into 3D models ✓ Drawing and sketching skills
IT Skills	<ul style="list-style-type: none"> ✓ Word, Excel, PowerPoint, Photoshop, photo storage and management, SketchUp, Vectorworks or CAD or alternative drawing package, Dropbox or similar file sharing and storage
Communication	<ul style="list-style-type: none"> ✓ Ability to communicate well both visually and verbally with the Production Designer and other members of the department ✓ Can articulate ideas well to Director/Producers etc. before visuals are available ✓ Can maintain excellent communication with the 1st Assistant Director about when sets will be ready or if there are delays
Time Management	<ul style="list-style-type: none"> ✓ Ability to plan according to when various elements will be read – hero props, set builds etc as this might impact the schedule ✓ Can manage workflow of various departments to ensure that they will be ready by given deadline
Health and Safety	<ul style="list-style-type: none"> ✓ Excellent awareness of Health and Safety standards ✓ Ability to observe and communicate specific Health and Safety concerns on each specific set ✓ Liaise with the 1st AD regarding any concerns/informing the rest of the crew ✓ Understand the extent of the Health and Safety policy and adhere to it ✓ Ensure the entire department also understand and adhere to it, maintaining excellent communication with the 1st AD and Locations about any issues specific to certain sets/locations/props
Construction Knowledge	<ul style="list-style-type: none"> ✓ A good understanding of how sets are built as some structural requirements may impact on the design of the set. Anticipate any cost implications on the cost of any set. Understanding how sets are built will inform achievability within budget and timeframe. ✓ Understand period appropriate architecture ✓ Understand construction workflow to break down drawing schedule and skills distribution
Knowledge of all other departments	<ul style="list-style-type: none"> ✓ Understand who key people are on set and maintain excellent lines of communication with them
Admin	<ul style="list-style-type: none"> ✓ Budget overview ✓ Crew schedule ✓ Workflow schedule ✓ Coordinate location and studio access and schedule the different departments' access to sets.
Creative Knowledge	<ul style="list-style-type: none"> ✓ Ability to sketch ideas and problem solve with Prop Master and Construction Manager ✓ Have a knowledge of finishes and how to achieve them in order to communicate with Carpenters, Painters, Plasterers, Model Makers, Metalworkers, Greens, etc.

Assistant Art Director

The Assistant Art Director supports the Art Director to ensure the vision and plans specified by the Production Designer are being followed. They must break down the script to determine Art Department needs for the shoot. They must create construction drawings and graphic designs according to design briefs and make models of the sets or locations. They are responsible for carrying out any necessary surveys of location and studio. They must carry out research needed at the planning stages of production, to create an Art Department schedule.

Key tasks:

1. Read and break down the script according to practical requirements for filming.
 2. Create construction drawings of sets according to the Production Designer's vision.
 3. Create graphic designs for action props, set dressing etc. maintaining the Production Designer's brief.
 4. Make scale models of the sets or locations.
 5. Carry out and assist in drawing up surveys.
 6. Be aware of and adhere to the relevant Health and Safety standards.
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Task statements

Task statement 1:

Read and break down the script according to practical requirements for filming.

Associated activities

- ✓ Assist in the breakdown of scripts and liaise with any departments required by Art Director.
- ✓ Carry out research on specific areas required by Art Director.

Task statement 2:

Create construction drawings of sets according to the Production Designer's vision.

Associated activities

- ✓ Details for construction drawings, survey drawings and prop build drawings will often be done by the assistant, if a Draughting Department is not on board.
- ✓ Knowledge of scale and a fair knowledge of drawing by hand or digitally is required.
- ✓ Assist in creating construction drawings according to the Production Designer's vision, often drawing details broken down by the Art Director.

Task statement 3:

Create graphic designs for action props, set dressing etc. maintaining the Production Designer's brief.

Associated activities

- ✓ Assist in graphic designs for action props, set dressing etc. according to the Production Designer's brief.
- ✓ Work with the Art Director who will break down and distribute the tasks required.
- ✓ Design and create graphics using computer software and/by hand.
- ✓ Put in place a time plan to ensure they are ready for shooting.

Task statement 4:

Make models of the sets or locations.

Associated activities

- ✓ Read drawings of sets/locations.
- ✓ Translate 2D drawings into physical 3D models.

Task statement 5:

Carry out and assist in drawing up surveys.

Associated activities

- ✓ Draw and measure the space.
- ✓ Create legible and accurate survey notes.
- ✓ Art Director will approve and or add to and distribute to relevant departments.

Task statement 6:

Be aware of and adhere to the relevant Health and Safety standards.

Associated activities

- ✓ Understand the extent of the Health and Safety policy and adhere to it.
- ✓ Ensure the entire department also understand and adhere to it, maintaining excellent communication with the 1st AD and Locations Department about any issues specific to certain sets/locations/props.

Technical competencies

Area	Indicators	
Research	✓ ✓ ✓ ✓	Ability to compile and navigate research database Ability to read and interpret the script from a design perspective Good knowledge of design, different periods, and ability to supplement that knowledge if lacking in a particular area Can use and interpret visual references to discuss ideas with the Production Designer
Creativity	✓ ✓ ✓	Ability to create graphic designs for action props either by hand or using computer software packages Ability to interpret 2D drawings into 3D models Drawing and sketching skills
IT Skills	✓	Should have a fair knowledge of the following: Word Excel PowerPoint, Photoshop
Communication	✓ ✓ ✓	Ability to communicate well both visually and verbally with the Production Designer and other members of the department Can articulate ideas well to Director/Producers etc. before visuals are available Can maintain excellent communication with the 1st Assistant Director about when sets will be ready or if there are delays
Time Management	✓ ✓	Ability to plan according to when various elements will be read – hero props, set builds etc. as this might impact the schedule Can manage workflow of various departments to ensure that they will be ready by given deadline
Health and Safety	✓ ✓ ✓ ✓ ✓	Excellent awareness of Health and Safety standards Ability to observe and communicate specific Health and Safety concerns on each specific set Liaise with the 1st AD regarding any concerns/informing the rest of the crew Understand the extent of the Health and Safety policy and adhere to it Ensure the entire department also understand and adhere to it, maintaining excellent communication with the 1st AD and Locations Department about any issues specific to certain sets/locations/props
Construction Knowledge	✓	Liaise with the Art Director about any construction implications and keep learning from the Art Director and Construction Department.
Knowledge of all other departments	✓	Understand who key people are on set and maintain excellent lines of communication with them
Admin	✓	Submit timesheets to Art Director, learn DPO's but they will usually be approved/ generated by Art Director
Creative Knowledge	✓ ✓	Be visually aware, an ability to sketch, an interest and some knowledge of architecture and colour Pay attention to Art Director and Draughtspeople, learn the details they are producing

Draughtsperson

(Set Designer US)

The Draughtsperson interprets the ideas and sketches created for a production and creates practical technical drawings. They must create a working template for the construction crew including precise specifications of measurements and material required to build sets according to the Production Designer's brief. They are responsible for making models of the sets to exact design and scale, in liaison with the Construction Department on the technical practicalities of building various sets. They must produce drawings by hand, or on industry standard film and entertainment CAD software as required by the production team. Their drawings may be distributed to other crew including Set Decoration, Camera, Assistant Directors, and Storyboards.

Key tasks:

1. Read the script and research the relevant design style.
 2. Interpret the Production Designer's ideas and sketches into practical technical construction drawings.
 3. Make accurate models of the sets.
 4. Liaise with Construction Department on drawings.
 5. Measure and draw up surveys.
 6. Be aware of and adhere to relevant Health and Safety Protocol.
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Task statements

Task statement 1:

Read the script and research the relevant design style.

Associated activities

- ✓ Read and break down the script from a design perspective.
- ✓ Research and compile knowledge about the relevant design/period.

Task statement 2:

Interpret the Production Designer's ideas and sketches into practical construction drawings.

Associated activities

- ✓ Communicate with the Production Designer on their ideas and vision.
- ✓ Do detailed construction drawings either using computer software or by hand.
- ✓ Produce drawings and delegate details as required to hit the construction requirements schedule.
- ✓ Ensure all drawings are numbered and logged and distributed to all relevant departments after approval.

Task statement 3:

Make accurate models of the sets.

Associated activities

- ✓ Visit sets and locations to obtain measurements, and dimensions.
- ✓ Produce accurate and efficient drawings to the standard required by the Production Designer.
- ✓ Translate 2D construction drawings into 3D models of the sets and locations.

Task statement 4:

Liaise with Construction Department on drawings.

Associated activities

- ✓ Establish communications with Construction Department.
- ✓ Discuss construction drawings and monitor the progress of construction.
- ✓ Be available as a liaison for the Construction Department should any queries or issues arise.

Task statement 5:

Measure and draw up surveys.

Associated activities

- ✓ Draw and measure the space.
- ✓ Create legible and accurate survey notes.

Task statement 6:

Be aware of and adhere to Health and Safety Protocols.

Associated activities

- ✓ Understand the extent of the Health and Safety policy and adhere to it.
- ✓ Ensure the entire department also understand and adhere to it, maintaining excellent communication with the 1st AD and Locations Department about any issues specific to certain sets/locations/props.

Technical competencies

Area	Indicators	
Research	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> Ability to compile and navigate research database Ability to read and interpret the script from a design perspective Excellent knowledge of design, different periods, and ability to supplement that knowledge if lacking in a particular area Can use and interpret visual references to discuss ideas with the Production Designer
Creativity	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> Ability to interpret 2D drawings into 3D models Ability to produce clear, accurate drawings that convey not only the dimensions, but the texture, finish, and 'mood' of a set. Excellent drawing and sketching skills by hand and digitally A strong visual eye
IT Skills	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> Vectorworks, Rhino, CAD, Sketchup
Communication	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> Ability to communicate with the Production Designer about their vision Ability to communicate with the construction team
Time Management	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> Can estimate how long sets will take to construct Adaptability to accommodate schedule changes or design changes during the shoot and estimate how much time is required
Health and Safety	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> Excellent awareness of Health and Safety standards Ability to observe and communicate specific Health and Safety concerns on each specific set Liaise with the 1st AD regarding any concerns/informing the rest of the crew

Junior Draughtsperson

The Junior Draughtsperson carries out detailed drafting work including translating conceptual designs into detailed engineering drawings, flow diagrams and schematics and to make field visits as requested to take measurements. The Junior Draughtsperson will usually work with a Senior Draughtsperson or Art Director taking on details within drawings being produced. They will report to their supervisor and carry out any drawing related tasks required.

Key tasks:

1. Produce technical construction drawings for building sets or set elements on location.
 2. Work with the Production Designer/Art Director/Draughtsperson's brief.
 3. Make accurate models of the sets.
 4. Carry out and draw up surveys.
 5. Be aware of and adhere to Health and Safety protocols.
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Task statements

Task statement 1:

Produce technical construction drawings for sets or set elements on location.

Associated activities

- ✓ Communicate with the Production Designer on their ideas and vision.
- ✓ Visit sets/locations to familiarise with the space.
- ✓ Do detailed construction drawings either using computer software or by hand.
- ✓ At a minimum read the scenes relating to the sets they are working on.

Task statement 2:

Work with the Production Designer/Art Director/Draughtsperson's brief

Associated activities

- ✓ Get to know the brief.
- ✓ Take on detailed drawings for elements delegated by the Art Director or Draughtsperson.
- ✓ Details must work within the main drawing produced by senior team members.
- ✓ Will usually work with a Senior Draughtsperson or Art Director taking on details within drawings being produced.
- ✓ Ensure all drawings are numbered and logged.

Task statement 3:

Make accurate models of the sets.

Associated activities

- ✓ Read and interpret 2 dimensional drawings into 3 dimensional models.
- ✓ Understand the time constraints to complete the brief and work within them.
- ✓ Report to the senior team member.

Task statement 4:**Carry out and draw up surveys**

Associated activities

- ✓ Measure the sets/locations accurately for survey.
- ✓ Ensure that all details and survey notes are recorded in a clear system that is easy to navigate for design and drafting.

Task statement 5:**Be aware of Health and Safety Protocols.**

Associated activities

- ✓ Understand the extent of the Health and Safety policy and adhere to it.

Technical competencies

Area	Indicators	
Creativity	✓ ✓ ✓ ✓	Ability to produce construction drawings for set/location Measuring a space correctly Digital drawing ability Hand drawing Ability
Communication	✓	Can communicate and interpret the brief of the Art Director/Designer/Draughtsperson
IT Skills	✓ ✓	Proficient in Microsoft Office Vector works, Rhino, CAD, Sketchup, Photoshop
Research	✓ ✓ ✓ ✓	Ability to compile and navigate research database Ability to read and interpret the script from a design perspective Excellent knowledge of design, different periods, and ability to supplement that knowledge if lacking in a particular area Can use and interpret visual references to discuss ideas with the Production Designer
Other skills	✓	Visually aware, architectural interest and knowledge, some structural awareness

Art Department Coordinator

The Art Department Coordinator communicates with other departments, conducts research, sources materials and services, tracks budgets, creates schedules, coordinates interdepartmental affairs, takes responsibility for clearances and product placement sometimes.

Key tasks:

1. Carry out a wide range of administrative tasks for the Art Department.
 2. Input and maintain updates on Art Department budget figures.
 3. Distribute and file all purchase orders for the Art/Set Decorating Departments.
 4. Coordinate Art Department calendar and meetings.
 5. Organize all shipping/transport/couriers for the Art Department.
 6. Deal with clearances.
 7. Distribute drawings.
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Task statements

Task statement 1:

Carry out a wide range of administrative tasks for the Art Department

Associated activities

- ✓ Put in place an organisation system to keep track of paperwork within the Art Department.
- ✓ Log all Art Department meetings and other diary commitments.
- ✓ Distribute all Art Department paperwork.

Task statement 2:

Input and maintain updates on Art Department budget figures.

Associated activities

- ✓ Create a spreadsheet regarding Art Department budget and spend.
- ✓ Keep track of the Art Department spend and how it relates to the overall budget.
- ✓ Ensure that spreadsheet figures are kept up to date.
- ✓ Submit all approved timesheets.
- ✓ Track Art Department labour schedule.
- ✓ Notify COVID Department of new starts requiring COVID tests.

Task statement 3:

Distribute and file all purchase orders for the Art/Set Decorating Departments.

Associated activities

- ✓ Keep a file of purchase orders and ensure that they are delivered on time.
- ✓ Keep a file of when POs are delivered and to whom.

Task statement 4:

Coordinate Art Department calendar and meetings.

Associated activities

- ✓ Use digital shared calendar to create a meetings schedule for the Art Department.
- ✓ Establish excellent flow of communication with the key members of the Art Department and related departments.
- ✓ Distribute schedules and run the Art Department.

Task statement 5:

Organise all shipments, transport, couriers for the Art Department.

Associated activities

- ✓ Liaise with suppliers and courier companies to ensure everything is where it needs to be on time.
- ✓ Organise any paperwork required for shipping to and from non-EU countries - liaise with shipping company.

Task statement 6:

Deal with clearances.

Associated activities

- ✓ Create a script breakdown relating to clearances and product placement, any copyright material that needs clearance.
- ✓ Make contact with relevant brand/companies and gain clearance to feature their brand/products.
- ✓ Understand the relevant legal paperwork to obtain permission.
- ✓ Keep an up-to-date index of progress regarding clearances gained.

Task statement 7:

7. Distribute drawings.

Associated activities

- ✓ Distribute drawings.
- ✓ Ensure distribution list up to date.
- ✓ Ensure drawings are current approved version at distribution stage.
- ✓ File current version of drawing.

Technical competencies

Area	Indicators	
Organization	✓	Must be able to create a system for the Art Department to work off that organises – budget, transport/shipping, clearances, and financial paperwork such as POs
	✓	Ability to break down the script, creating an organised list of Art Department requirements
Communication	✓	Can create and maintain excellent relationships and flow of communication with all members of the Art Department
	✓	Can identify key members in other departments and build excellent working relationships with them
Time Management	✓	Excellent time management skills
	✓	Excellent understanding of scheduling and how long things can take (clearances, deliveries, meetings etc.)
	✓	Ability to create a time frame for delivery of materials, clearances, and meetings to facilitate the schedule
IT Skills	✓	Can read and understand Movie Magic Scheduling
	✓	Excellent command of Microsoft Office in particular Excel for spreadsheets
	✓	Excellent command of Google Suite (or other)
	✓	Ability to print file and print and log all drawings
	✓	Knowledge of compressing and sharing large format drawings
	✓	Ability to share large visual documents
Health and Safety	✓	Can understand and adhere to the Health and Safety policy of the production
Other skills	✓	Ability to produce construction drawings for set/location
	✓	Measuring a space correctly
	✓	Digital drawing ability
	✓	Hand drawing ability
Research	✓	Source and price specialist materials
	✓	Source specialist suppliers

Art Department Trainee

On big budget features with a large Art Department, trainees will do more administrative-type jobs. They will often work closely with the Art Department Coordinator, providing backup and doing basic running duties between the Art Department office, the drawing and construction team and the production office.

On small budget productions, there's likely to be more scope for creative input. They might work with Assistant Art Directors to record detailed measurements of locations and then move into the drawing studio to make sure the Draughtspeople have what they need. They may be responsible for ordering and collecting Art Department drawing and model-making materials and might even help with the construction of scale models for sets.

During filming, they might help the Standby Art Director and Art Department Coordinator with any last-minute requests or changes to the sets.

Key tasks:

1. Carry out research as per the Art Director's request.
 2. Organise and file all department notes including survey notes, dressing plans, construction drawings etc.
 3. Deliver printed construction drawings and dressing plans to relevant members of other departments.
 4. Monitor and acquire all Art Department consumables.
 5. Assist with survey and create models as per the Art Director/Production Designer's requirements.
 6. Provide support to other members of the department.
-

Task statements

Task statement 1:

Carry out research as per the Art Director's request.

Associated activities

- ✓ Read and interpret the script.
- ✓ Create visual research database – mood boards, scrap books, fabric swatches etc.
- ✓ Communicate and take direction well from the Art Director.

Task statement 2:

Organise and file all department notes including survey notes, dressing plans, construction drawings etc.

Associated activities

- ✓ Create a filing system that is clear and easy to navigate.
- ✓ Maintain the filing system throughout the shoot.
- ✓ Organise research folders, physical and digital.

Task statement 3:

Deliver printed construction drawings and dressing plans to members of other departments.

Associated activities

- ✓ Find out who is on the distribution list for construction drawings and dressing plans.
- ✓ Learn who the key contacts are in each department.
- ✓ Deliver both digital and physical copies.
- ✓ Assemble tech recce pack.

Task statement 4:

Monitor and acquire all Art Department consumables.

Associated activities

- ✓ Develop and maintain a system for stocking Art Department consumables.
- ✓ When stocks are low and need to be replenished have a good relationship with suppliers in order to replenish.
- ✓ Record all spend and get approval from Art Director.

Task statement 5:

Assist with survey and create models as per the Art Director/Production Designer's requirements.

Associated activities

- ✓ Assist in measuring sets and Locations Department
- ✓ Take notes for Art Director/Production Designer

Task statement 6:

Provide support to other members of the department.

Associated activities

- ✓ Learn the role of each member of the department.
- ✓ Provide support for whoever needs it on any given day.

Technical competencies

Area	Indicators	
Organization	✓	Must be able to create a system for the Art Department to work off that organises
Communication	✓	Can create and maintain excellent relationships and flow of communication with all members of the Art Department
	✓	Can identify key members in other departments and build excellent working relationships with them
Time Management	✓	Excellent time management skills
IT Skills	✓	A basic knowledge of Microsoft Office, Adobe suite, SketchUp or other drawing package useful
Health and Safety	✓	Can understand and adhere to the Health and Safety policy of the production.
Creative	✓	Have an interest in art, making things, drawing, painting and sketching, an awareness of colour and visual language
Research	✓	Ability to follow a brief and find and research whatever the Art Director wants, whether digitally, in libraries or making phone calls and tracking things down. Being thorough and reporting back to Art Director when complete or giving progress reports
Ability to escalate problems to those concerned	✓	Can identify problems and define problems.
Other Skills	✓	Be willing to learn from superiors, be friendly and polite and offer help and willingness to get involved



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