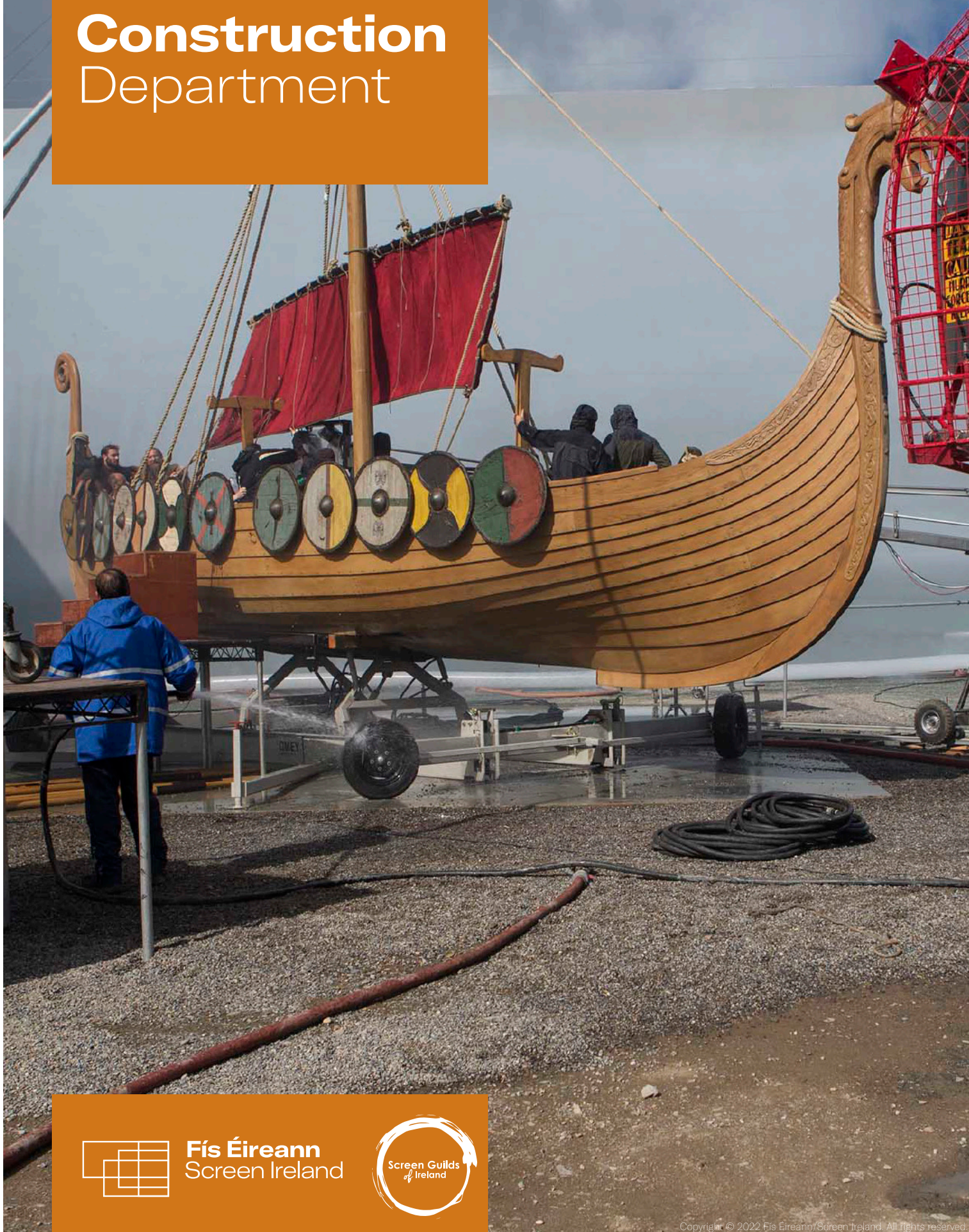


Screen Guilds of Ireland  
**Competency Framework**

# Construction Department



**Fís Éireann**  
Screen Ireland



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# Construction Department

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## Roles

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1. Construction Coordinator
2. Construction Manager
3. HOD Carpenter
4. HOD Painter
5. HOD Plasterer
6. HOD Rigger
7. Carpenters, Plasterer, & Painters
8. Stagehands

# Construction Coordinator

As the head of the construction crew, the Construction Coordinator oversees the process of building any necessary sets or stages for a production. Managing a team of Carpenters, Painters, Plasterers, and Construction Workers, the Construction Coordinator ensures the Production Designer's sets are built on time, within budget, and safely. Hired early on in the pre-production process, the Construction Coordinator puts together his or her team of craftspeople and labourers after receiving the Production Designer's plans. From there, they order materials, schedule work, and oversee everything from initial planning to the last coat of paint.

## Key tasks:

1. Collaborates with the Production Designer and the Art Department on all aspects of construction build, providing guidance to evaluate the stability of any structure based on preliminary drawings.
2. Creates a clear construction budget breakdown and a working schedule for set build.
3. Scouts during prep: Advice to the Production Designer and Location Manager on the limitations of works on location.
4. Hires crew and formulates HOD team: Assembles the best team of craft personnel to implement the Production Designer's vision.
5. Develops construction breakdown.
6. Construction set-up.
7. Supervises the work of the construction team.
8. Day-to-day crew management.

## Task statements

### Task statement 1:

**Pre-prep dialogue with Producers, Production Manager and Designer.**

Associated activities

- ✓ Advises during pre-prep using a wealth of experience.
- ✓ Has productive dialogue with Producer/PM/production company and Designer to make recommendations and discuss projects at hand.
- ✓ Discusses start dates with production, and establishes size of crew, duration of job and length of prep.
- ✓ All the above will vary largely depending on whether the production is episodic, a feature or a pilot.

### Task statement 2:

**Develops budget and time frame.**

Associated activities

- ✓ Receives script breakdown from Designer in order to formulate budget.
- ✓ Assesses requirements for the sets, taking into consideration the period and time frame.
- ✓ Meets with Producers to assess feasibility of the budget and makes recommendations and achieves compromises where necessary and to reach an agreed plan.
- ✓ Completes rough budgeting.

### Task statement 3:

**Scouting during prep.**

Associated activities

- ✓ Attends location scouting.
- ✓ Searches for a studio facility and unit base when necessary.
- ✓ Discusses options for locations when necessary.

### Task statement 4:

**Hiring crew and formulating HOD team.**

Associated activities

- ✓ Schedules, manages, and coordinates camera, make-up, hair, costume, design, SFX and/or VFX tests. Understands Director and Producer roles and priorities as well as their personal preferences.
- ✓ Communicates the Director's wishes within the limitations of the production scale with continuous amendment of the schedule to reflect the same.

**Task statement 5:****Develops construction breakdown.****Associated activities**

- ✓ Receives working drawings/Information (per drawing Time/Cost/Manpower) from Art Department and work flow chart (how money will be spent) to begin the process.
- ✓ A good working knowledge of the locations where filming will take place is imperative.

**Task statement 6:****Construction set-up.****Associated activities**

- ✓ Coordinates and supervises the set up of workshops for each grade.
- ✓ Ensures there are acceptable facilities (ie: canteen).
- ✓ Ensures H&S standards are met.

**Task statement 7:****Supervises the work of the construction team.****Associated activities**

- ✓ Delegates the work to relevant HODs, ensuring materials and equipment are at their disposal.
- ✓ Supervises the construction of sets.
- ✓ Deals with changes and challenges task by task until completion.
- ✓ Ensures deadlines are being hit.
- ✓ Discusses budget variances where things need to be cut or added.
- ✓ Responsible for sourcing all rigging materials, and for ensuring that they are supplied on time and at the agreed price.
- ✓ Ensures that labour and material costs are kept within agreed parameters.
- ✓ Trouble shoots on set issues.

**Task statement 8:****Day-to day crew management.****Associated activities**

- ✓ Hires additional crew when necessary.
- ✓ Receives reports from HODs and ensures the department is running smoothly.
- ✓ "What do you need to do your job?" discuss obstacles/weather, facilities, work space, equipment.
- ✓ Liaises with other departments and has strong working knowledge of who is who and what is what.
- ✓ Oversees and monitors the wellbeing of the crew.

## Technical competencies

Area	Indicators	
<b>Present practical solutions to design issues that do not compromise the overall design.</b>	✓	Quickly assessing & evaluating best solutions to issue that arise and implementing change
	✓	All set builds are finished to the standard required, according to the schedule and fulfil the requirements of the script and within budget
	✓	Foresee time management and budget constraints and implement change quickly
	✓	Providing practical advice on the best way to achieve the vision of the production
	✓	Design in the time frame allotted and on budget/cost
<b>Ability to read and understand technical drawings</b>	✓	Excellent interpretation of both technical and digital drawing, models and how to achieve the net result based on time and budget
<b>Budget Management</b>	✓	To be able to evaluate your budget. Is it realistic top up bottom down assessment to quantify risk to the project
	✓	Effective planning accommodates for unseen changes in schedule, location, weather or budget while still keeping to the schedule
<b>Script Breakdown</b>	✓	Reading the script, script breakdown, talking to the Production Designer, Director
	✓	To quickly evaluate, having read the script, what is potentially a build and what is a location
<b>Knowledge of Regulations</b>	✓	Relevant knowledge of the latest building regulations and building techniques and costings
<b>Digital Skills</b>	✓	Read and develop spreadsheets, purchase systems etc.
<b>Construction Knowledge</b>	✓	Reading technical drawings, knowing lead-in and construction time to build sets
<b>Health and Safety</b>	✓	Know and comply with H&S regulations

# Construction Manager

Construction Managers look after the building of sets. They make sure that sets look as realistic or otherwise as desired. They interpret the drawings of the Production Designer, Art Directors and draughtspersons and work out how to build them in ways that are safe and environmentally friendly. They then hire the workforce, the Carpenters, Painters, Riggers and Plasterers, and ensure everyone knows what needs to be done and by when. They are responsible for getting the necessary materials and tools on site and for the safety of the crew working with machines and at heights. Construction Managers are responsible for dismantling the sets, known as 'striking' the set, and ensuring all the materials are recycled as far as possible, or put into storage.

\*On productions where the budget permits and the requirements dictate it, a Construction Supervisor/Assistant Construction Manager may also be employed.

## Key tasks:

1. Establishes dialogue with Production Coordinator/ Designer pre-prep.
2. Establishes realistic budgetary and time parameters.
3. Scouts locations and attends recces on behalf of construction.
4. Hires crew and puts together key team.
5. Develops construction breakdown.
6. Coordinates the setup of construction workshops and facilities.
7. Supervises the work of the construction team.
8. Manages the day-to-day workflow of the construction team.



## Task statements

### Task statement 1:

**Establishes a dialogue with Production Coordinator and/or Designer pre- prep.**

#### Associated activities

- ✓ Advises during pre-prep using a wealth of experience.
- ✓ Has productive dialogue with Producer/PM/production company and Designer to make recommendations and discuss the project at hand.
- ✓ Discusses start dates with production, and establishes the size of crew and duration of job and length of prep.
- ✓ All the above will vary largely depending on whether the production is episodic, a feature or a pilot.

### Task statement 2:

**Establishes realistic budget and time parameters.**

#### Associated activities

- ✓ Receives script breakdown from Designer in order to formulate budget.
- ✓ Assesses requirements for the sets, taking into consideration the period and time frame.
- ✓ Makes recommendations and achieves compromises where necessary and to reach an agreed plan.
- ✓ Completes rough budgeting.
- ✓ Supervises the budget in consultation with the supervising Art Director.

### Task statement 3:

**Attends location scouting and recces on behalf of construction.**

#### Associated activities

- ✓ Attends location scouting.
- ✓ Searches for a studio facility and unit base when necessary.
- ✓ Decides what requirements are needed in order for crew to come on board.
- ✓ Assesses location feasibility: access etc.
- ✓ Sets up temporary workshops/H&S, welfare facilities, access etc.

### Task statement 4:

**Hires crew and puts together the key team.**

#### Associated activities

- ✓ Talks with HODs begin to hiring of key crew.
- ✓ Has productive dialogue with core crew to check availability.
- ✓ Once the HODs are in place, the other grades are brought on board – touches base with the previous crew.
- ✓ HR management – conflict management.
- ✓ Crew management and recruiting is an ongoing part of the job.

**Task statement 5:****Develops construction breakdown.****Associated activities**

- ✓ Receives working drawings/Information (drawing Time/Cost/Manpower) from Art Department and work flow chart (how money will be spent).
- ✓ Inputs info into the workflow chart.
- ✓ Creates breakdown drawings, deconstructions of Art Department drawings and translates them into the Construction Department.
- ✓ Liaises with art dept on drawing details and information, making changes where necessary.
- ✓ Creates a work schedule which will determine the manpower and assigns crew to the various jobs keeping in line with deadlines.
- ✓ Having a good working knowledge of the locations where filming will take place is imperative.

**Task statement 6:****Coordinates the setup of construction workshops and facilities.****Associated activities**

- ✓ Coordinates and supervises the setup of workshops for each grade.
- ✓ Ensures there are acceptable facilities (canteen, W/Cs, hygiene facilities etc.).
- ✓ Ensures H&S standards are met.
- ✓ Organises the transportation and installation of necessary equipment and materials.
- ✓ Has a wealth of knowledge of supply chains and vendors.
- ✓ Liaises with Locations and Production Departments.

**Task statement 7:****Supervises the work of the construction team.****Associated activities**

- ✓ Delegates the work to relevant HODs, ensuring materials and equipment are at their disposal.
- ✓ Supervises the construction of sets.
- ✓ Deals with changes and challenges task by task until completion.
- ✓ Ensures deadlines are being hit.
- ✓ Discusses budget variances where things need to be cut or added.
- ✓ Trouble shoots any problem.

**Task statement 8:****Manages the day to day workflow of the construction team.****Associated activities**

- ✓ Requests additional crew when necessary: liaises with coordinator and production.
- ✓ Requests overtime, when necessary, PM or Coordinator if on job.
- ✓ Receives reports from HODs and ensures the department is running smoothly and carries out routine checks.
- ✓ Asks the question "What do you need to do your job?" discuss obstacles/weather, facilities, workspace etc.
- ✓ Liaises with other departments and has strong working knowledge of who is who and what is what.
- ✓ Oversees and monitors the wellbeing of the crew.
- ✓ On-going problem solving.

## Technical competencies

Area	Indicators	
<b>Present practical solutions to design issues that do not compromise the overall design.</b>	✓	Quickly in assessing & evaluating best solutions to issues that arise, implementing change management
	✓	All set builds are finished to the standard required, according to the schedule and fulfil the requirements of the script and within budget
	✓	Foresee time management and budget constraints and implement change quickly
	✓	Providing practical advice on the best way to achieve the vision of the production
	✓	Design in the time frame allotted and cost
<b>Ability to read and understand technical drawings</b>	✓	Excellent interpretation of both technical and digital drawing, models and how to achieve the net result based on time and budget
<b>Budget Management</b>	✓	To be able to evaluate your budget (is it realistic) top up bottom down assessment to quantify risk to the project
	✓	Effective planning accommodates for unseen changes in schedule, location, weather or budget while still keeping to the schedule
<b>Script Breakdown</b>	✓	Reading the script, script breakdown, talking to the Production Designer, Director.
	✓	To quickly evaluate having read the script what's potentially a build and what is a location
<b>Knowledge of Regulations</b>	✓	Relevant knowledge of the latest building regulations, building techniques and costings
<b>Digital Skills</b>	✓	Read and develop spreadsheets, p systems etc.
<b>Construction Knowledge</b>	✓	Reading drawings, knowing lead in and construction time to build sets
<b>Health and Safety</b>	✓	Know and comply with Health and Safety regulations



# HOD Carpenter

The Production Carpenter is responsible for building, installing, and removing wooden structures on the film set and on location. They are one of several members of the construction team that work together to carry out the design and creative vision of the Producer and the Director under the Art Department. Production carpenters must be highly skilled at their craft and should possess the ability to visualize structures and props in advance of the production.

Production Carpenters have strong working knowledge of carpentry and the ability to creatively see-through film set production in a timely manner. They must build and take down sets on deadline, often working under immense pressure to complete projects on schedule.

## Key tasks:

1. Collaborates and works closely with the Construction Supervisor and Art Department.
2. Proficient at reading scale drawings and breaking down various carpentry elements within the drawings.
3. Ensures work is carried out, assigning components of the various builds to the team of carpenters.
4. Develops a good working relationship with other departments.
5. Ensures there is sufficient stock of materials on site to ensure the build continues without interruption.

## Task statements

### Task statement 1:

**Collaborates and works closely with the Construction Supervisor and Art Department.**

#### Associated activities

- ✓ Acquires drawings and time frames.
- ✓ Breaks down and assesses drawings.
- ✓ Delegates jobs to the team to ensure all areas are covered.
- ✓ Obtains all necessary info from the Construction Supervisor, and when necessary, goes straight to the Art Department.
- ✓ Liaises between the Construction Manager and the Art Department with samples such as aging timbers.

### Task statement 2:

**Proficient at reading scale drawings and breaking down various carpentry elements within the drawings.**

#### Associated activities

- ✓ Understands and visualizes the end part of complex drawings and uses strong math skills to appropriately develop sets to scale.
- ✓ Reads diagrams understands plans, and follows instructions.
- ✓ Imagines ways of creating a structure from a plan and finds solutions to technical challenges.
- ✓ Measuring: takes measurements and does calculations.

### Task statement 3:

**Ensures work is carried out, assigning components of the various builds to the team of carpenters.**

#### Associated activities

- ✓ Carries out all work to the deadline according to schedule.
- ✓ When necessary, comes into the production in the pre-production phase to ensure that the location is set and ready in advance of the shoot.
- ✓ Helps to strike or dismantle and removes all wooden structures when necessary.
- ✓ Understands the properties of wood and other materials.
- ✓ Is comfortable with power tools, hand saws, hammers, nails and knives.

### Task statement 4:

**Develops a good working relationship with other departments.**

#### Associated activities

- ✓ Develops and maintains positive working relations with Riggers, Electricians, Props amongst others.
- ✓ Communicate with them when necessary, to discuss overlapping features such as scotching timber or building structures.
- ✓ Has prior working knowledge of what their job entails.

### Task statement 5:

**Ensures there is sufficient stock of materials on site to ensure the build continues without interruption.**

#### Associated activities

- ✓ Informs Manager or Coordinator when materials need to be ordered and stock is running low.
- ✓ Keeps tabs on materials as they are being used.



## Technical competencies

Area	Indicators	
<b>Ability to read and understand technical drawings</b>	✓	Broad knowledge of architecture and technical terms
<b>Time and project management</b>	✓ ✓ ✓ ✓ ✓	Quantifying materials required and timeline for delivery on set Connecting and speaking the same technical terms as key construction personnel Updating other trades within construction of changes or delays as they happen and your resolution Management of large crew over an extended time Keeping close tabs on your progress charts and shooting schedule
<b>Present practical solutions</b>	✓ ✓ ✓	A broad knowledge across all departments of construction materials and latest innovation in products Quickly assessing and evaluating best solutions and deploying your team with efficiency Assessing locations and how practical it is to achieve the Production Designer's vision
<b>Construction Knowledge</b>	✓ ✓ ✓ ✓	Experience of building large free-standing objects in exposed conditions Factoring in weather conditions Must have a good understanding of all grades within the department and their capabilities Must have carried out a full apprenticeship
<b>Health and Safety</b>	✓ ✓ ✓ ✓	Providing a safe working environment for all personnel in workshops, studio builds and location work Meeting the requirements of Health and Safety Maintaining clean and tidy workspaces Preferable to have the following: Manual Handling, First Aid, Safe Pass

# HOD Painter

The Master Painter supervises and manages the painting crew. They are responsible for bringing to life several elements of set design, paint fixtures and textures on sets as a key member of the creative team. They must collaborate closely with the Production Designer and Art Department, interpreting, visualizing, and creating looks suitable for a film environment. They must break down the script in pre-production, to give a detailed interpretation of what is required for various scenes. They must work to brief, preparing, painting and aging the set and scenery, age distress sets, scenery and props, and painting backdrops and signage. They must replicate interior and exterior locations from existing or historical sources. They must assign and create a working schedule and quantify the scale of crew needed. They must assemble a team of high-quality crafts people who work well together.

## Key tasks:

1. Collaborates and works closely with the Production Designer and the Art Department regarding paint finishes and textures.
2. Develops a good working relationship with other departments.
3. Visualises and creates the look required by the Production Designer in a short period of time.
4. Creates an inventory of materials to achieve the paint finish and timeline for delivery of products based on schedule.
5. Assembles the best team of crafts members to implement the Production Designer's vision under your supervision.
6. Works within the current Health & Safety Regulations ensuring the correct personal protective equipment is provided.

## Task statements

### Task statement 1:

**Collaborates and works closely with the Production Designer and the Art Department regarding paint finishes and textures.**

#### Associated activities

- ✓ Acquires drawings and time frames from the Art Department.
- ✓ Breaks down and assesses drawings to decipher what is needed.
- ✓ If the shoot is on location, carries out any necessary 'walk throughs'.
- ✓ Show and tell – bring colour palettes and samples to the Designer and cross reference with Make-up and Costume to ensure colours do not clash.

### Task statement 2:

**Develops a good working relationship with other departments.**

#### Associated activities

- ✓ Develops and maintains positive working relations with Riggers, Electricians, Props, Plasterers, Model Makers and Special Effects amongst others.
- ✓ Ensures there is departmental cohesion.
- ✓ Communicates to discuss overlapping features such as scotching timber, building structures or camouflaging.
- ✓ Has a good working knowledge of each grade within the Construction Department.

### Task statement 3:

**Visualises and creates the look required by the Production Designer in a short period of time.**

#### Associated activities

- ✓ Expert knowledge of painting and decorating skills.
- ✓ Produces bespoke pieces ie: sign writing, grain painting, marbling.
- ✓ Has a broad understanding of art finishes from different cultures, eras, and periods.

### Task statement 4:

**Creates an inventory of materials to achieve the paint finish and timeline for delivery of products based on schedule.**

#### Associated activities

- ✓ Reads and interprets the schedule to decipher what may be needed, bearing in mind the constraints of budget.
- ✓ Makes a list of all necessary needed materials for the Manager/Coordinator
- ✓ Informs Manager/Coordinator when materials need to be ordered and re-stocked.
- ✓ Keeps tabs on materials as they are being used to ensure the department does not run out.



## Task statement 5:

**Assembles the best team of crafts members to implement the Production Designer's vision under your supervision.**

### Associated activities

- ✓ Contacts and assembles the right team of Painters for the job, including the Stand-By Painter.
- ✓ Delegates jobs to the team to ensure all areas are covered.
- ✓ Carries out all work according to schedule.

## Task statement 6:

**Working within the current Health & Safety Regulations ensuring the correct personal protective equipment is provided.**

### Associated activities

- ✓ Attends any necessary training as provided by production: working with height machines and mobile working platforms.
- ✓ Provides a safe working environment for all personnel in workshops, studio builds and location work.
- ✓ Meets the requirements of Health and Safety.
- ✓ Maintains clean and tidy workspaces.

## Technical competencies

Area	Indicators	
<b>Ability to read and breakdown schedules</b>	✓	Can proficiently read and break down the schedule
	✓	Ability to interpret what the Production Designer and Art Department might require
<b>Ability to Understand and Interpret drawings</b>	✓	Broad knowledge of architecture and technical terms
	✓	Teasing out the thoughts of the Art Department and understanding parameters of your task
<b>Project Management</b>	✓	Quantifying materials required and timeline for delivery on set
	✓	Connecting and speaking the same technical terms as key construction personal (supervisors/masters)
	✓	Updating other trades within construction of delays as they happen and your resolution
	✓	Management of large crew over an extended time and assigning them effectively
	✓	Keeping close tabs on your progress charts and shooting schedule
	✓	Having the correct materials at hand to complete the task
	✓	Quantifying materials required and timeline for delivery on set
	✓	Ability to assemble a team of high-quality crafts people who work well together (team players), diligent and keen to achieve high standards
<b>Planning</b>	✓	A broad knowledge across all departments of construction materials and latest innovation in products
	✓	Quickly assessing & evaluating best solutions and deploying your team with efficiency
	✓	Assessing locations and how practical it is to achieve the Production Designer's vision
	✓	Effective planning accommodates for unseen changes in schedule, location, weather or budget while still keeping to the schedule
	✓	Ensuring you have the right equipment to reach heights safely, teaming up with other departments
	✓	Communication with props and dressing factoring in drying time for paint
<b>Construction Knowledge</b>	✓	Experience of building large free-standing objects in exposed conditions, factoring in weather conditions
	✓	Excellent interpretation of art finishes from different cultures and periods
	✓	Knowledge of specialist materials where they can be sourced
	✓	Interpretation - achieving the correct texture, colour and look requires time and patience, ability to stick with the task
	✓	Must have carried out a full apprenticeship
<b>Health and Safety</b>	✓	Know and comply with H&S regulations

# HOD Plasterer

The Master Plasterer supervises and manages the plastering crew. They must work with the art department and other construction crew, planning and creating all of the plaster work to be carried out by their team, including walls, ceiling and decorative work. They must interpret scale drawings and establish all finishes and moldings required. They must create realistic and effective props for plasterwork, fixing plasterwork on set and distressing and blending in the natural environment. They must assign and create a working schedule and quantify the scale of crew needed. They must assemble a team of high-quality crafts people who work well together. They must ensure there are enough materials available so as to not interrupt the workflow.

## Key tasks:

1. Collaborates and works closely with the Art Department and other construction crew on all aspects of plaster finishes and mouldings required.
2. Assembles the best team of craft personnel to implement the Art Department's vision.
3. Reads the scale drawings and breaks down various plaster elements required for sets.
4. Assigns components of the various builds to the team of plasterers.
5. Ensures a safe working environment for both cast and crew on set and location.

## Task statements

### Task statement 1:

**Collaborates and works closely with the Art Department and other construction crew on all aspects of plaster finishes and mouldings required.**

#### Associated activities

- ✓ Acquires drawings and time frames from the Art Department.
- ✓ Breaks down and assesses drawings to decipher what is needed.
- ✓ Liaises with Art Department to discuss requirements for any bespoke pieces such as columns, stonework, arches, picture rails, moulds and panels.
- ✓ Attends recces when necessary and specific to the department.

### Task statement 2:

**Assembles the best team of craft personnel to implement the Art Department's vision.**

#### Associated activities

- ✓ Liaises with the Construction Coordinator regarding crewing requirements and scale of manpower.
- ✓ Discusses who will be hired.
- ✓ Works out capabilities and applies talents to get the best out of each person.
- ✓ Carries out ongoing discussions about team performances.
- ✓ Manages timetables and HR issues in a timely and productive way.

### Task statement 3:

**Reads scale drawings and breaks down various plaster elements required for sets.**

#### Associated activities

- ✓ Receives drawings in order to decipher the scale and materials required and make decisions based on experience.
- ✓ Keeps up to date with materials on the market and their uses.
- ✓ Bears in mind weather tolerance and adaptability when choosing materials.
- ✓ Ensures longevity and reduces maintenance whenever possible.



## Task statement 4:

**Assigns components of the various builds to the team of plasterers.**

### Associated activities

- ✓ Creates a schedule of works and appoints assistants.
- ✓ Quantifies scale of crew required.
- ✓ Decides who will work on which project based on each person's skills.
- ✓ Has a thorough knowledge of the strengths within the team.
- ✓ Constantly reviews the schedule ensuring sets are being turned around according to deadlines.
- ✓ Liaises with various other grades and departments: Carpenters, Painters, Props, Model Makers, Stunts, Special Effects

## Task statement 5:

**Ensures a safe working environment for both cast and crew on set and location.**

### Associated activities

- ✓ Is familiar with the current Health & Safety regulations and enforcing them throughout the project.
- ✓ Attends any necessary training as provided by production: working with height machines and mobile working platforms.
- ✓ Provides a safe working environment for all personnel in workshops, studio builds and location work.
- ✓ Meets the requirements of Health and Safety.
- ✓ Maintains clean and tidy work spaces.

## Technical competencies

Area	Indicators	
<b>Ability to read and breakdown schedules</b>	✓	Reading the schedule, talking to the Production Designer and Art Department team. Your ability to interpret what the Production Designer might require
	✓	Excellent interpretation of both technical and digital drawing, models and how to achieve the net result based on time and crew levels
<b>Ability to Understand and Interpret drawings</b>	✓	Broad knowledge of architecture and technical terms - eras and periods
	✓	Teasing out the thoughts of the Art Department and understanding parameters of your task.
<b>Project Management</b>	✓	Quantifying materials required and timeline for delivery on set
	✓	Connecting and speaking the same technical terms as key construction personal (supervisors/masters)
	✓	Updating other trades within construction of changes or delays as they happen and your resolution
	✓	Management of large crew over an extended time and assigning them effectively
	✓	Keeping close tabs on your progress charts and shooting schedule
	✓	Having the correct materials at hand to complete the task
	✓	Ability to assemble a team of highly qualified crafts people who work well together (team players), diligent and keen to achieve a high standard
<b>Planning</b>	✓	A broad knowledge across all departments of construction materials and latest innovation in products
	✓	Quickly assessing & evaluating best solutions and deploying your team with efficiency
	✓	Assessing locations and how practical it is to achieve the Production Designer's vision.
	✓	Effective planning accommodates for unseen changes in schedule, location, weather or budget while still keeping to the schedule
	✓	Ensuring you have the right equipment to reach heights safely, teaming up with other departments
	✓	Adaptability for ever changing work schedule
<b>Construction Knowledge</b>	✓	Excellent interpretation of art finishes from different cultures and periods
	✓	Knowledge of specialist materials and where they can be sourced
	✓	Extensive knowledge in reproducing highly decorative plasterwork
	✓	Proficient use of: latex, clay, rubber moulds, glass fibre resin, creating casts, spray and glass foam and external rendering products
	✓	Must have carried out a full apprenticeship
<b>Health and Safety</b>	✓	Providing a safe working environment for all personnel in workshops, studio builds and location work. Meeting the requirements of Health and Safety. Clean and tidy work spaces.
<b>Digital Skills</b>	✓	Ability to use email
	✓	Proficient at resourcing materials and carrying out online research into products

# HOD Rigger

Head of Department Riggers are in charge of the Rigging Department, and are hired by, and report to, Construction Managers. Rigger's work may range from building relatively small platforms, up to the construction of the main supporting structures of elaborate film sets. HOD Riggers are responsible for the work of the entire Rigging Department on films, which involves installing rigging gear such as scaffolding, cables, ropes, pulleys, winches and lifting equipment. HOD Riggers ensure that all work is completed to deadlines, and that it adheres to stringent Health and Safety standards. The role requires extensive rigging experience, and strong leadership skills.

\*Within the Rigging Department there are also the following grades:

- Supervising Rigger
- Chargehand Rigger
- Stand-by Rigger

## Key tasks:

1. Collaborates and works closely with the Construction Coordinator and other departments.
2. Reads technical and digital drawings.
3. Calculates stresses, strains and loads on structures.
4. Creates a schedule of works, appoints assistants and quantifies the scale of crew required.
5. Calculates the quantity of stock required to carry out tasks.
6. H&S management.

## Task statements

### Task statement 1:

**Collaborates and works closely with the Construction Coordinator and other departments.**

#### Associated activities

- ✓ Advises the production team and other relevant Heads of Department about what access is possible, and practical, onto rigs, taking into consideration the location and any potential hazards.
- ✓ Ascertains from Construction Managers and other Heads of Department all the project's rigging requirements, and the build schedule
- ✓ Communicates effectively with colleagues at all levels of the production, and with key crew such as Directors, Heads of Department, and First Assistant Directors.
- ✓ Attends recces when necessary and specific to the department.

### Task statement 2:

**Reads technical and digital drawings.**

#### Associated activities

- ✓ Reads scale drawings and assesses rigging requirements.
- ✓ In collaboration with the Construction Manager, establishes the types of rigging required, e.g., they may need to build large blocks of scaffolds to hold street scene facades, or to create more intricate forms of stage rigging such as rolling rostrums to move large set pieces.

### Task statement 3:

**Calculates the stresses, strains and loads on structures.**

#### Associated activities

- ✓ Installs lifting and suspension equipment, such as wire and fibre ropes, winches, pulley blocks, chains and slings as well as building and dismantling access and support scaffolding, and positions and removes specialized ladder equipment in order to access the rig.
- ✓ Calculates the stresses and loads of equipment on various structures.

### Task statement 4:

**Creates a schedule of works, appoints assistants and quantifies the scale of crew required.**

#### Associated activities

- ✓ Coordinates the work of rigging teams on a number of different sound stages or on location builds.
- ✓ Ensures that the correct number of crew members work on a particular rig, and that the required materials arrive on time, at the right location.
- ✓ Ensures that the construction of the specific projects under their responsibility, progresses smoothly, and meets deadlines.
- ✓ Manages the building of scaffolding to support street scene facades, constructing a rostrum capable of taking heavy loads, or 'blacking out' a building to allow crews to shoot day for night.
- ✓ In consultation with the Construction Manager, appoints Supervising, Chargehand and/or Standby Riggers.

### Task statement 5:

**Calculates the quantity of stock required to carry out tasks.**

#### Associated activities

- ✓ In consultation with the Construction Manager, ensure there is sufficient stock of materials on site to ensure the build continues without interruption.
- ✓ Keeps accurate records of the labour and equipment used.

### Task statement 6:

**Health and Safety management.**

#### Associated activities

- ✓ Ensures that all work is carried out according to the requirements of the relevant Health and Safety legislation, guidelines, and procedures.
- ✓ Has excellent Health and Safety knowledge and awareness and conducts risk assessments on set and on location.
- ✓ Ensures the safety of crew and cast.
- ✓ Passes on information and theory in a clear manner with regard to safe systems of work.



## Technical competencies

Area	Indicators	
<b>Knowledge of the trades</b>	✓	Know who's who in each department
	✓	Updating other trades within construction of changes or delays as they happen and your resolution
	✓	Broad knowledge of architecture and technical terms
	✓	Can work closely with other trades to achieve the best results for the project without compromising the integrity of the structure
<b>Equipment and construction Knowledge</b>	✓	A broad knowledge of the latest innovation in products and rigging techniques
	✓	Ability to work at heights and all-weather conditions
	✓	Understanding the limits of your expertise, do you need external advice to evaluate a task?
	✓	Ensuring you have the right equipment to carry out the task: scaffolding, cables, ropes, pulleys, winches and lifting equipment
	✓	Experience of building large free-standing objects in exposed conditions. Factoring in weather conditions and calculating load factors
	✓	Ability to recognise inefficiencies to structures at a quick glance and communicate issues to your team
	✓	Comfortable working at heights
<b>Material Knowledge</b>	✓	Quantifying materials required and timeline for delivery on set
<b>Time Management</b>	✓	Foresee time management and alert all parties concerned immediately
<b>Health and Safety</b>	✓	Providing a safe working environment for all personnel in workshops, studio builds and location work. Meeting the requirements of Health and Safety. Clean and tidy workspaces
	✓	Up to date MEWP licence to operate boom and scissors lifts
<b>Digital Skills</b>	✓	Ability to understand complex drawings is essential, as are numerical skills, and the ability to keep accurate records

# Carpenters, Painters & Plasterers

These grades carry out much of the day-to-day work for the Construction Department on a busy film/TV production, producing and finishing structures, props and scenery backdrops. They must collaborate to accomplish the project according to the creative vision of the Head of Department, Designer, and Director. They must carry out this work to a high standard according to the instruction and direction of the master craftspeople offering ideas and creative input. They must execute work according to drawings and other references as closely as possible. They must be versatile and work with other departments as required. They must follow Health and Safety regulations and enforce them throughout the build.

## Key tasks:

1. Collaborates and works closely with all other craftspeople to accomplish the project.
2. Has attention to detail carrying out tasks as instructed and follows drawings and references as closely as possible.
3. Is familiar with the current Health & Safety regulations and enforces them throughout the build.
4. Ensures a safe working environment for both cast and crew on set and location.

## Task statements

### Task statement 1:

**Collaborates and works closely with all other craftspeople to accomplish the project.**

#### Associated activities

- ✓ Works closely with:
  - Construction Coordinator
  - Master Painter
  - Master Carpenter
  - Master Plasterer
  - All of the Construction Department
- ✓ Has a thorough understanding of each grade within the Construction Department.
- ✓ Knows when and who to escalate problems to.

### Task statement 2:

**Attention to detail carried out tasks as instructed and follow drawings and references as closely as possible.**

#### Associated activities

- ✓ Has relevant knowledge of the latest techniques in your area of expertise.
- ✓ Great timekeeping, reliability, ability to meet deadlines.
- ✓ Good knowledge of technical drawings and how to interpret/follow them.
- ✓ Understands the filmmaking process, how productions operate and implications for potential builds.
- ✓ Takes instructions from HODs or Supervisors on various tasks to be undertaken.

### Task statement 3:

**Is familiar with the current Health & Safety regulations and enforces them throughout the build.**

#### Associated activities

- ✓ Is familiar with the current Health & Safety regulations and enforces them throughout the project.
- ✓ Attends any necessary training as provided by production: Working with height machines and mobile working platforms.
- ✓ Meets the requirements of Health and Safety.

### Task statement 4:

**Ensures a safe working environment for both cast and crew on set and location.**

#### Associated activities

- ✓ Provides a safe working environment for all personnel in workshops, studio builds and location work.
- ✓ Maintains clean and tidy workspaces.

## Technical competencies

Area	Indicators	
<b>Training</b>	✓	Have the required training to carry out tasks required for your grade
<b>Ability to read and understand technical drawings</b>	✓	Good knowledge of technical drawings
<b>Construction and equipment knowledge</b>	✓	Experience of working in large teams and meeting tight deadlines
<b>Script</b>	✓	To quickly evaluate having read the script what's potentially a build and what is a location?
<b>Knowledge of the trades</b>	✓ ✓ ✓	Know who is who in each department Updating other trades within construction of changes or delays as they happen and your resolution To work closely with other trades to achieve the best results for the project without compromising the integrity of the structure
<b>Equipment and construction Knowledge</b>	✓ ✓	A broad knowledge of the latest innovation in products Ensuring you have the right equipment to carry out the task
<b>Material Knowledge</b>	✓ ✓	Quantifying materials required and timeline for delivery on set Relevant knowledge of the latest building techniques to your area of expertise
<b>Time Management</b>	✓	Foresee time management and alerting all parties concerned immediately
<b>Health and Safety</b>	✓	Providing a safe working environment for all personnel in workshops, studio builds and location work. Meeting the requirements of Health and Safety. Clean and tidy workspaces.





TEAM FX  
CAUTION  
HURRICANE  
FORCE WINDS  
KEEP BACK

TEAM FX  
CAUTION  
HURRICANE  
FORCE WINDS  
KEEP BACK



# Stagehands

Stagehands support the other team members such as Carpenters, Plasterers, and Painters in a wide variety of tasks. They are responsible for good housekeeping on the building stages of sets and locations, ensuring safe working environments and keeping sets clear of debris. They must move equipment, operating lifting equipment as necessary. They must work as part of a large team and take instruction from HODs on what tasks are required on a given day. They must work to tight deadlines and the demands of a busy production. They must work to maintain Health and Safety standards. Must have a full, clean driver's license and transportation.

## Key tasks:

1. Works closely with all trades in construction.
2. Takes instructions from HODs on various tasks to be undertaken.
3. Works as part of a large team.
4. Operates lifting equipment.
5. Is familiar with the current Health & Safety regulations and enforces them throughout the build.

## Task statements

### Task statement 1:

**Works closely with all trades in construction**

Associated activities

- ✓ Consults with the Construction Manager when necessary for clarification or particular details.
- ✓ Loads and unloads equipment.
- ✓ Moves heavy equipment and construction materials.
- ✓ Assists the carpenter, painter or plasterer to construct the stage set or scenery.
- ✓ Maintains work areas clean and tidy.

### Task statement 2:

**Takes instructions from HODs on various tasks to be undertaken.**

Associated activities

- ✓ Works with construction materials, equipment and scenery that involve heavy lifting, stage setting knowledge and construction skills.
- ✓ Drives and tows vehicles safely within the confines of a busy film or television studio or on location.
- ✓ Uses specialised set-piece moving and lifting equipment.
- ✓ Checks equipment to ensure it is safe for use and report any faults when necessary.

### Task statement 3:

**Works as part of a large team.**

Associated activities

- ✓ Is respectful to all other crew members for their particular role and duties.
- ✓ Understands their contribution to the overall team effort, ensuring the best results are achieved.
- ✓ Has an understanding of other grades/crew and their needs (predicting what may be needed and prepping areas etc.).
- ✓ Has foresight and common sense as well as the ability to problem solve and troubleshoot.
- ✓ Waste management – sorts and liaises with production when necessary.

## Task statement 4:

### Operation of lifting equipment.

#### Associated activities

- ✓ Ensures the right equipment is used to reach heights safely.
- ✓ Teams up with other departments to ensure work is carried out correctly and safely.
- ✓ Undertakes any necessary training and tickets and understands the importance of them.
- ✓ Operates any necessary equipment, i.e. forklifts, scissor lifts, teleporter.

## Task statement 5:

### Is familiar with the current Health & Safety regulations and enforces them.

#### Associated activities

- ✓ Attends any necessary training as provided by production: Working with height machines and mobile working platforms.
- ✓ Meets the requirements of Health and Safety.
- ✓ Maintains clean and tidy workspaces.

## Technical competencies

Area	Indicators	
<b>On set knowledge</b>	✓	Learning the requirements from each department (Lighting, Camera, Grip, Art Department)
<b>Construction and equipment knowledge</b>	✓	Experience of working in large teams and meeting tight deadlines
	✓	Updating other trades within construction of changes or delays as they happen and your resolution
	✓	Ensuring you have the right equipment to carry out the task
<b>Knowledge of the trades</b>	✓	To work closely with other trades to achieve the best results for the project without compromising the integrity of the structure
<b>Time Management</b>	✓	Foresee time management and alert all parties concerned immediately
<b>Health and Safety</b>	✓	Providing a safe working environment for all personnel in workshops, studio builds and location work
	✓	Meeting the requirements of Health and Safety
	✓	Clean and tidy workspaces



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