

Screen Guilds of Ireland  
**Competency Framework**

# Locations Department



**Fís Éireann**  
Screen Ireland



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# Locations Department

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## Roles

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1. Location Manager
2. Assistant Location Manager
3. Location Assistant
4. Location Trainee

# Location Manager

The Location Manager is the HOD of the Locations Department. They are responsible for sourcing and managing all filming locations, budgets and assembling the locations team. In pre-production the Location Manager will liaise with the Director, Production Designer, and Director of Photography to establish the 'look' of the production, as well as the Production Department regarding budget. They scout and source all filming locations, and organise and negotiate location agreements, filming permits, parking permits and all other contracts and agreements related to location filming. During this time they will also interview and assemble their locations team - including security if required when filming on location. During filming they are responsible for the day to day workings of the production when it is filming on location. The Location Manager will coordinate their own team, managing and delegating workflow to ensure each location services the unit efficiently to provide each department with whatever they need. They are also responsible for managing the locations budget, which covers all costs associated with the Locations Department. The position requires a combination of creative insight, budget management and logistical thinking. Excellent communication skills and an aptitude for problem solving are necessary.

## Key tasks:

1. Liases with key crew, namedly the Director and Production Designer to discuss location requirements and understands their creative vision.
2. Organises access and permission to locations as well as agreeing location fees and signs legally binding location contracts with location owners and keeps them informed of filming plans, this also applies to the public when filming in a public space.
3. Adherence to all Health & Safety requirements with regards to filming at all locations.
4. Informs crew of each location in advance so that they know what to expect on arrival. Erects signage.
5. Assesses and manages the security requirements at each location depending on the kind of location and the scale of filming involved.
6. Effectively manages the clear out and reinstatement of each location so that all concerned are happy with the filming process at each location.

## Task statements

### Task statement 1:

**Liaises with key crew, namely the Director and Production Designer to discuss location requirements and understands their creative vision.**

#### Associated activities

- ✓ Breaks down script into a locations list with page count for all locations.
- ✓ Meets with the Director and Production Designer to determine their requirements and vision.
- ✓ Researches and photographs all location options.
- ✓ Organises and schedules recces.
- ✓ Collates all the practical information regarding the best location options while keeping in mind the Director's preference, budget constraints and the logistical difficulties of filming at each location.

### Task statement 2:

**Organises access and permission to locations. Agrees location fees and signs legally binding location contracts with location owners.**

#### Associated activities

- ✓ Meets with location owners and comes to an agreement on fees and access.
- ✓ Ensures all of the paperwork is in order for each location.
- ✓ Uses the standard SPI locations contract, issues and ensures all contracts are shared and filed correctly.

### Task statement 3:

**Adherence to all Health & Safety requirements with regard to filming at all locations.**

#### Associated activities

- ✓ Secures correct signage at each location for crew, toilets, smoking area, out of bounds, danger area etc.
- ✓ Ensures there is adequate light and heat.
- ✓ Ensures there is safe access to the set for crew and equipment.
- ✓ Makes sure that crew are informed about Health & Safety precautions at each location.

### Task statement 4:

**Informs crew of each location in advance so that they know what to expect on arrival.**

#### Associated activities

- ✓ Puts together a movement order for the crew, to be distributed with the call sheet so that they know what to expect on arrival.
- ✓ When necessary, takes specific departments on additional recces to discuss what they might need from the Locations Department when it comes to shoot day.

### Task statement 5:

**Assesses and manages the security and parking requirements at each location.**

#### Associated activities

- ✓ Hires a security company should that be necessary.
- ✓ Establishes an efficient parking system.
- ✓ Assesses the kind of location and the scale of filming involved.
- ✓ Hires dailies when necessary.

### Task statement 6:

**Effectively manages the clear out and reinstatement of each location so that all concerned are happy with the filming process at each location.**

#### Associated activities

- ✓ Maintains relationships with owners/guardians of locations so that they will be welcome to return on different jobs.
- ✓ Creates reference files for what the location looked like before the crew arrived and aims to reinstate that.
- ✓ Ensures that everyone that facilitated the production is thanked and knows that it was much appreciated.

## Technical competencies

Area	Indicators	
<b>Skill in analysing and interpreting script</b>	✓	Knowledge of Irish locations and ability to evaluate which ones might be suitable
<b>Knowledge of Irish crew</b>	✓	Can assess requirements and assemble the best team for the job
<b>Skill in scouting locations</b>	✓ ✓ ✓ ✓	Can photograph locations from a filming perspective Has a good contact network of location owners Can visualise how a set will work on a particular location Ability to interpret the script and understand the Director's vision
<b>Knowledge of recce expectations</b>	✓ ✓	Ability to organise and lead recces where the Director and Heads of Department inspect locations Ability to understand and interpret requirements of each department based on discussions at recces
<b>Knowledge of legal requirements</b>	✓ ✓ ✓	Can obtain permits and fees that need to be adhered to Ability to draw up legally binding location contracts with location owners Ability to keep records of all contracts and permits in order
<b>Knowledge of budget constraints</b>	✓ ✓	Ability to negotiate with location owners and work within the budget Ability to communicate budgetary needs to production
<b>Excellent knowledge of Health and Safety protocols</b>	✓ ✓	Can assess the Health & Safety requirements on location and brief crew accordingly Ability to impart the importance of Health & Safety to their own team
<b>Digital Skills</b>	✓ ✓ ✓	Digital Purchase Order/DPO System Open Office/Libre Office/MS Office Photoshop/photo editing

# Assistant Location Manager

The Assistant Location Manager (ALM) provides support to the Location Manager. This is a creative and collaborative role carrying a high level of accountability and responsibility. The ALM has responsibilities in researching, sourcing, visiting and securing film locations and their supporting facilities. They communicate instructions and information from the LM to various film departments and other entities. The ability to prepare quality maps, schedules and other documentation is a prerequisite. During filming the ALM will standby the set ensuring clear communication between the location owner and the production. They also liaise between the production and the general public. They assist in monitoring that all relevant Health & Safety guidelines are adhered to on location and ensure the location is kept tidy and returned to the owner in satisfactory condition. This is a senior position and previous experience in the Locations Department, is crucial. The ALM must have knowledge of the local environment and procedures for obtaining film permissions and other permits from statutory bodies. Must be able to drive and have computer skills.

## Key tasks:

1. Provides location scouting support to Location Manager by researching, visiting, and photographing best location options.
2. Puts in place all the Health & Safety requirements, making sure all crew are prepared for the H&S requirements at each location.
3. Prepares movement orders to ensure the crew travels to each location by the best and safest route.
4. Works with the Location Manager to organise the recces to locations for all departments and notes the specific location requirements of each department.
5. Identifies parking requirements needed at each location; devises a parking plan for all departments to observe. Manages traffic control on set.
6. Always present during shoot to ensure there is no damage to property and serves as a liaison between crew and location owners.
7. Writes letters to residents informing them completely of all filming plans including dates and times and how they may be affected during filming.
8. Ensures that each location is left clean and is completely reinstated after filming.



## Task statements

### Task statement 1:

**Provides location scouting support to Location Manager by researching, visiting, and photographing best location options.**

#### Associated activities

- ✓ Ability to understand and interpret the requirements of the Director for their vision and those of production to facilitate the unit.
- ✓ Takes photographs that will reflect the location accurately taking into account the requirements of the Director/Production Designer/Unit.

### Task statement 2:

**Puts in place all Health & Safety requirements at each location and makes sure the crew are prepared for them.**

#### Associated activities

- ✓ Ensures there is correct signage at each location for crew, toilets, smoking area, out of bounds, dancer area etc.
- ✓ Ensures there is adequate light and heat.
- ✓ Ensures there is safe access to set for crew and equipment.
- ✓ Provides hi-viz vests when shooting in traffic.
- ✓ Makes sure that crew are informed about Health and Safety precautions on each location.

### Task statement 3:

**Prepares movement orders to ensure the crew travels to each location by the best and safest route. Drives route in advance to assess the driving routes for heavy vehicles and cars accurately.**

#### Associated activities

- ✓ Drives route in advance to assess the driving routes for heavy vehicles and cars accurately.
- ✓ Puts up signage to guide crew from main road to location.
- ✓ Prepares movement order to be distributed with call sheet.
- ✓ Assesses driving routes for different types of vehicles in the unit and advise accordingly.

### Task statement 4:

**Works with Location Manager to organise recces to locations for all departments and takes note of specific requirements.**

#### Associated activities

- ✓ Organises buses to facilitate bringing crew on recces.
- ✓ Provides any paperwork for crew attending, maps, drawings, story boards etc.
- ✓ Makes notes on any specific requirements from Director/departments.

**Task statement 5:**

**Always present during shoot to ensure there is no damage to property and serves as a liaison between crew and location owners.**

## Associated activities

- ✓ Knowledge of location agreement and what it permits.
- ✓ Ensures that these agreements are being adhered to by the crew.
- ✓ Good relationship with the location owner to make requests on the crew's behalf.
- ✓ Engages with local authorities if necessary.

**Task statement 6:**

**Writes to residents nearby and provides signage to ensure that residents/authorities and public are informed of filming plans.**

## Associated activities

- ✓ Prints flyers detailing specifics of filming to inform local residents/businesses what they can expect.
- ✓ Provides information about dates/times of shoot.
- ✓ Erects 'filming in progress' and other warning signs, as appropriate.

**Task statement 7:**

**Devises a parking plan to meet unit requirements on location and manage traffic control on set.**

## Associated activities

- ✓ Organises permissions to have traffic control with the local authorities
- ✓ Enlists help from An Garda Síochána to control public roads if necessary

**Task statement 8:**

**Makes sure that each location is completely reinstated after filming and thanks everyone involved for their help.**

## Associated activities

- ✓ Examines each location after filming assessing any damage/repair that might need to be done.
- ✓ Maintains excellent relationships with the public, local authorities, and location owners to ensure they have a positive experience of filming process and that film productions will be welcome in the future.
- ✓ Makes sure to thank all members of the public as well as the local authorities for all their help after filming finishes at each location.

## Technical competencies

Area	Indicators	
<b>Skill in analysing and interpreting script</b>	✓	Ability to assess which locations might be suitable based on the script
<b>Skill in scouting locations</b>	✓ ✓ ✓ ✓	Can photograph locations from a filming perspective Has a good contact network of location owners Can visualise how a set will work on a particular location Ability to interpret the script and understand the Director's vision
<b>Ability to organise recces</b>	✓ ✓ ✓	Excellent organisation and timekeeping skills Can walk the crew through a location and explain how things will work from a filming perspective Ability to evaluate the best way to get crews to a location to recce and the amount of time needed for each department to carry out their assessments
<b>Ability to organise and run the location site</b>	✓ ✓	Possession of good organisational/planning skills to manage parking/access requirements Knowing when to engage Gardai for traffic control measures keeping in mind safety concerns of the crew and the public
<b>Knowledge and understanding of all legal paperwork required for location</b>	✓ ✓ ✓ ✓	Thorough knowledge and understanding of location agreements Thorough knowledge and understanding of filming/events permits Thorough knowledge and understanding of insurance indemnities Ability to maintain appropriate record systems for all the above
<b>Ability to reset location to its original state</b>	✓ ✓ ✓	Ability to reinstate the location back to how it was before the production arrived Ensure that location owners and members of the public are thanked for their effort and tolerating any inconvenience caused Maintain good relationships with location owners/guardians going above and beyond to facilitate them
<b>Health and Safety</b>	✓ ✓ ✓	Understanding of statutory guidelines with regard to Health & Safety Ability to recognise different Health & Safety risks associated with working in any given location Ability to provide Health & Safety briefing to crew
<b>Digital Skills</b>	✓ ✓ ✓	Digital Purchase Order/DPO System Open Office/Libre Office/MS Office Photoshop/photo editing



# Locations Assistant

The Locations Assistant supports the Location Manager and Assistant Locations Manager by executing their plans onsite during prep, shoot and wrap. They are the key site contact during shooting, in the absence of the Assistant Location Manager. The Locations Assistant will supervise and support Locations Trainees drawing on their own knowledge and experience. The Locations Assistant will communicate instructions and information from the ALM to the various film departments and other entities. The locations assistant will have the ability to prepare quality maps, schedules and other documentation. During filming the Locations Assistant will ensure clear communication between the location owner and the production. They also liaise between the production and the general public. They assist in monitoring that all relevant Health & Safety guidelines are adhered to on location and ensure the location is kept tidy and returned to the owner in satisfactory condition.

## Key tasks:

1. Evaluates requirements for the location and purchases/ hires equipment for the shoot, coordinating vendors deliveries and pickups.
2. Assists Location Manager and Assistant Location Manager in completing tasks during prep, shoot and wrap.
3. Supervises and supports Locations Trainees.
4. Liaises with 1st/3rd AD and other departments regarding location requirements on shoot day.
5. Implements all the Health & Safety requirements and makes sure all crew comply with the H&S requirements at each location.
6. Always present during shoot to ensure there is no damage to property.
7. Ensures that each location is left clean and is completely reinstated after filming.

## Task statements

### Task statement 1:

**Evaluate equipment requirements and coordinate vendors.**

Associated activities

- ✓ Reads the schedule and uses their experience and knowledge to determine level of equipment needed.
- ✓ Knowledge of which vendors are most suitable and negotiates within the confines of the budget.
- ✓ Navigates and completes purchase orders and float request forms.
- ✓ Maintains an inventory and track equipment as it's used across the shoot.

### Task statement 2:

**Assists Location Manager and Assistant Location Manager in completing tasks during prep, shoot and wrap.**

Associated activities

- ✓ Executes and supervises delivery of tasks and work set out by the Location Manager, Assistant Location Manager and Unit Manager.
- ✓ Knowledge of the content of the location agreement and supervises proceedings to ensure that it is complied with.
- ✓ Knowledge of Health & Safety law, protocols and site specific hazards/risk assessments and ensures that they are complied with.

### Task statement 3:

**Supervises and supports Location Trainees.**

Associated activities

- ✓ Knowledge of tasks that need to be performed at a location on shoot day.
- ✓ Excellent knowledge of what is expected of the Locations Department, and ability to convey that to Trainees.
- ✓ Communicates these tasks clearly to Trainees.
- ✓ Plans, delegates, and supervises activities of Trainees.

### Task statement 4:

**Acts as primary Location Department contact in the absence of the Assistant Location Manager.**

Associated activities

- ✓ Knowledge of who's who on set.
- ✓ Knowledge of every detail of the location and the agreement that's in place.
- ✓ Answers any query that might arise.
- ✓ Develops and maintains a good relationship with location owner and obtains new permissions in response to unforeseen changes.

### Task statement 5:

**Ensures all crew understand and comply with Health & Safety requirements at each location.**

#### Associated activities

- ✓ Ensures there is correct signage at each location for crew, toilets, smoking area, out of bounds, hazards, etc.
- ✓ Ensures there is adequate light and heat.
- ✓ Ensures there is safe access to set for crew and equipment.
- ✓ Provides hi-vis vests when shooting in traffic.
- ✓ Makes sure that crew are informed about Health and Safety precautions on each location.

### Task statement 6:

**Always present during shoot to ensure there is no damage to property and serves as a liaison between crew and location owners for any requests they might have.**

#### Associated activities

- ✓ Knowledge of location agreement and what it permits.
- ✓ Ensures that these agreements are being adhered to by the crew.
- ✓ Develops and maintains good relationship with the location owner to make requests on the crew behalf.

### Task statement 7:

**Makes sure that each location is completely reinstated after filming and thanks everyone involved for their help.**

#### Associated activities

- ✓ Examines each location after filming assessing any damage/repair that might need to be done.
- ✓ Maintains excellent relationships with the public, local authorities and location owners to ensure they have a positive experience of filming process and that film productions will be welcome in the future.



## Technical competencies

Area	Indicators	
<b>Ability to source and organise equipment required for shoot</b>	✓ ✓ ✓ ✓	Knowledge of rental houses Ability to work within a budget Ability to negotiate on purchase and rental of equipment Can use floats and purchase orders correctly
<b>Possesses a working knowledge of the set</b>	✓ ✓ ✓ ✓ ✓	Excellent knowledge of how the Locations Department works Understanding of the jobs of the Location Manager and Assistant Location Manager in order to be able to support them in their work Understanding of legalities and paperwork Knowledge of locations contacts and ability to communicate on behalf of the Location Manager if they are absent Knowledge of location agreement parameters
<b>Knowledge of Health and Safety protocols</b>	✓ ✓ ✓	Understanding of statutory guidelines with regard to Health & Safety Ability to recognise different H&S risks associated with working in any given location Ability to provide Health & Safety briefing to crew
<b>Ability to manage the location site</b>	✓ ✓	Possession of good organisational and planning skills in order to manage parking/ access requirements of each location Knowing when to engage Gardai for traffic control measures keeping in mind safety concerns of the crew and the public
<b>Digital Skills</b>	✓ ✓ ✓	Digital Purchase Order/DPO System Open Office/Libre Office/MS Office Photoshop/photo editing

# Locations Trainee

Location Trainees help the Location Manager, Assistant Location Manager and Location Assistant with the day-to-day running of the Location. They are the eyes, ears and hands of the Location Department ensuring that all elements of the locations plan are provisioned, implemented, supervised and maintained. Location Trainees guide the crew to their allocated parking places, brief them on the layout of the location and any H&S and other site specific risks, direct them to their destination, provide them with assistance getting their equipment in place, assist them in obtaining any additional services that were not anticipated/requested on the tech recce. The Trainee will stand-by close to set during filming in order to provide ongoing assistance to crew. They will liaise with the 3rd AD and help with the control of the set and relay any messages from crew and location owners to the Location Manager. They assist in monitoring that all relevant Health & Safety guidelines are adhered to on location and ensure the location is kept tidy and returned to the owner in satisfactory condition.

## Key tasks:

1. Arrives early to open the location, the extras base and green rooms. Ensures they are properly heated and lit before crew arrive.
2. Arrives early in order to coordinate crew and equipment parking in accordance with parking plan.
3. Ensures that all Health & Safety requirements and fire safety requirements are being maintained.
4. Liaises with security personnel each day to ensure that there is adequate security cover in all areas of unit base and location.
5. Ensures that no damage is caused to property at shooting location, and no nuisance is caused to neighbours.
6. Manages the waste/recycling systems at location and assists cast and crew with advice on recycling.
7. Liaises with Assistant Directors to control pedestrians and onlookers when required.
8. Ensures that each location is left clean and tidy and is reinstated properly after filming.

## Task statements

### Task statement 1:

**Arrives early to open location, extras base & green rooms. Ensures they are properly heated & lit before crew arrive.**

#### Associated activities

- ✓ Knowledge of green room requirements for cast and extras.
- ✓ Liaises with AD and Extras Department to ensure everything is set up and working correctly.

### Task statement 2:

**Arrives early in order to coordinate crew and equipment parking in accordance with parking plan.**

#### Associated activities

- ✓ Knowledge and understanding of traffic control and car parking plan.
- ✓ Guides crew to designated parking areas.

### Task statement 3:

**Ensures that all Health & Safety requirements and fire safety requirements are being maintained.**

#### Associated activities

- ✓ Aware of the statutory requirements regarding Health & Safety in the workplace and the specific hazards and risk assessments for the location.
- ✓ Ensures there is correct signage at each location for crew, toilets, smoking area, out of bounds, hazards, etc.
- ✓ Ensures there is adequate light and heat.
- ✓ Ensures there is safe access to set for crew and equipment.
- ✓ Provides hi-vis vests when shooting in traffic.
- ✓ Makes sure that crew are informed about Health & Safety precautions on each location.

### Task statement 4:

**Liaises with security personnel each day to ensure there is adequate security cover in all areas of unit base and location.**

#### Associated activities

- ✓ Knowledge of security procedures and the provisions of the Private Security Services Act.
- ✓ Knowledge of unit base and ability to position security personnel to ensure all risks are mitigated.
- ✓ Communicates well with security personnel.



### Task statement 5:

**Ensures that no damage is caused to property at shooting location, and no nuisance is caused to neighbours.**

#### Associated activities

- ✓ Understanding the content of the location agreement, any restrictions on activities and access limitations.
- ✓ Establishes a rapport with location owner, their representatives, and neighbours.
- ✓ Ensures nothing is done without the permission of the owner and Location Manager.

### Task statement 6:

**Manages the waste/recycling systems at location and assists cast and crew with advice on recycling.**

#### Associated activities

- ✓ Understands waste and environmental law.
- ✓ Liaises with catering and production to understand their requirements.
- ✓ Liaises with recycling services provider to ensure adequate capacity and supply of consumables.

### Task statement 7:

**Liaise with Assistant Directors to control pedestrians and onlookers when required.**

#### Associated activities

- ✓ Understands 'safe areas' for gear and traffic on set.
- ✓ Knowledge of who's who on set in order to create a controlled space.
- ✓ Assists AD Department to create a lock off to ensure that the set is controlled when filming.
- ✓ Good communication with ADs as to when the camera is rolling and when a cut is called in order to release traffic/pedestrians etc.

### Task statement 8:

**Ensures that each location is left clean and tidy and is reinstated properly after filming.**

#### Associated activities

- ✓ Examines each location after filming assessing any damage/repair that might need to be done.
- ✓ Maintains excellent relationships with the public, local authorities and location owners to ensure they have a positive experience of filming process and that film productions will be welcome in the future.

## Technical competencies

Area	Indicators	
<b>Knowledge of site and Logistics</b>	<ul style="list-style-type: none"> <li>✓ Knowledge of what is required to get up and running every morning at each location</li> <li>✓ Ability to have each location adequately resourced with light and heat and signage to make sure all crew can access the site safely and efficiently</li> <li>✓ Understanding of each location during prep</li> <li>✓ Knowledge of requests that have been made by specific departments in advance</li> <li>✓ Ability to implement parking plan each morning</li> <li>✓ Spatial awareness for effective and safe parking of crew vehicles</li> <li>✓ Ability to reinstate anything that was removed or altered during filming in order to return the location to its original state.</li> </ul>	
<b>Skill in controlling and managing the set</b>	<ul style="list-style-type: none"> <li>✓ Understanding of the boundaries and requirements of the set when shooting</li> <li>✓ Understanding which areas will need security and effectively communicating to security personnel what is required</li> <li>✓ Can supervise crew to ensure no property is damaged</li> <li>✓ Understanding of which areas will need road control and ability to explain clearly what is required</li> <li>✓ Ability to work with ADs to control the set to whatever level is necessary when shooting</li> <li>✓ Can understand the calls to indicate when rolling, wild tracking, standing by, clearing traffic</li> </ul>	
<b>Knowledge of Health and Safety protocols</b>	<ul style="list-style-type: none"> <li>✓ Understanding of statutory guidelines with regard to Health &amp; Safety</li> <li>✓ Ability to recognise different H&amp;S risks associated with working in any given location</li> <li>✓ Ability to provide Health &amp; Safety briefing to crew</li> </ul>	
<b>Digital Skills</b>	<ul style="list-style-type: none"> <li>✓ Digital Purchase Order/DPO System</li> <li>✓ Open Office/Libre Office/MS Office</li> <li>✓ Photoshop/photo editing</li> </ul>	



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