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**Competency Framework**  
for Film & TV Scriptwriters

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# TV Scriptwriting Roles



**Fís Éireann**  
Screen Ireland

**WGI** WRITERS  
GUILD OF  
IRELAND

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# Introduction

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This document links to the competency framework document for scriptwriting roles in TV and Film. The competency framework document sets out the structure for TV Scriptwriting in Ireland & the UK along with the structure in the US.

This document identifies the technical skills and competencies for these roles and for completeness uses the largest and most comprehensive role models – continuing drama – to delineate the various roles. This is because continuing drama is the largest employer of script writers in Ireland and due to the high volume of episodes is the most labour intensive, thus affording individuals the largest opportunity for skills growth.

Other TV drama formats such as serials and series will have fewer episodes (6-10 typically) that will require fewer personnel and therefore a condensed vertical structure. Career progression is not necessarily linear. Many writers will develop their practitioner skills to expert level without ever venturing into script editing. Equally, many script editors will never work as screenwriters. While complimentary, these are generally two distinct career paths.

There is a high degree of overlap between the Ireland & UK model and with the US model particularly for more junior roles within the different structures.

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# TV Scriptwriting – Ireland & UK

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**The website, [myfirstjobintv.co.uk](http://myfirstjobintv.co.uk), describes the job roles for scriptwriting in the TV sector in the UK and these are the same for Ireland. In this document, for clarity, we have split these roles into three separate tracks: script-writing, story-writing/editing and script-editing.**

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## Script Editing

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### Script Reader

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This is an entry level role involving reading many scripts, scoring them, and providing written reports (usually three pages of notes) assessing: premise, characters, dialogue, format, structure, plot, descriptions, pace, originality, and theme.

### Assistant/Junior Script Editor

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This role reports to the Script Editor and works closely with scriptwriters and the script editor to provide editorial and research support

### Script Editor

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This is a key liaison role between writer and production, collaborating with producers and directors, to achieve best possible editorial outcome and deliver scripts on time, in the specified format, and to the agreed length. Script editors may also, in extreme circumstances, be asked to do very quick rewrites on a script if the writer is not available and where they have the writer's consent to make such changes.

## Senior Script Editor

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In this role, the person maintains continuity between writers on series or serials. Where there is more than one script editor, or a team of script editors, the series script editor ensures communication between them is thorough to assist continuity. They engage with the whole series and not just individual episodes. Series script editors tend to edit fewer scripts with writers but instead deliver their notes to script editors across the entire series, normally at least on two drafts of each script. They are responsible for episode continuity in terms of story and character arcs. They can be responsible for finding new writers and maintaining the stable of writers contracted to the show, including liaising with agents and contracts department over contracts for writers. They can also be the line manager for the script editors.

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# Story Writing/Editing

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## Storyliner

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This role reports to the story editors and involves generating, developing, and writing story strands for long-running series. The person may be responsible for a number of different storylines or episodes and assist in writing up the story document which will be issued to all writers and editors, as well as keeping series integrity/structure up to date.

## Story Editor

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In this role, the person works to the story producer. They take a leading role in the pitching, editing, and general development of the story documents. They manage the Storyliners in forming the story arcs across episodes, following planning meetings where the broad brushstrokes of the story are decided by writers and story producers. Story editors will also need to liaise with schedulers over character and set availability when writing the storylines.

## Story Producer (can also be known as Series Consultant, Series Story Editor or Story Executive)

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This role is responsible for developing and maintaining story across episodes – providing a framework and then overseeing the production of a story document which is given to individual writers and editors, usually detailing a month's episodes on a long runner. On a long running drama or soap, they may run the entire editorial team. Can sometimes be titled editorial producers, story producers and script producers (tend to be roles on larger productions), or in development and they usually work directly to the executive producer, on the same level as producers.

# Scriptwriting

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## Scriptwriter

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In this role, the person is commissioned to write material in part or in full for a range of TV shows that include Continuing Drama/Series, Docu-dramas, or one-off TV shows. In writing continuing drama, for example, a scriptwriter's progress depends on the number of episodes a person is commissioned/employed to write. In matching the role to a competency framework, it is important to differentiate between a junior scriptwriter and more senior scriptwriters.

## Lead Writer

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The person in this role is usually a highly experienced writer with a strong track record of delivering high-quality scripts. They may have created the original format, or if the show is long-established, had an ongoing relationship with the show for a number of seasons, giving them a strategic insight into the show's narrative arc and character progression.

## Executive Producer

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This role is usually filled by the creator of the underlying intellectual property and is a highly experienced screenwriter with a track record of delivering excellent material. They will work alongside other executive producers who represent either the production company or other financiers, overseeing production. The Writer/Executive Producer will select the writing and script editing team and oversee the arcing and story lining of the show. They will give notes on script drafts and where necessary over-write episodes. They will have a say in casting, choice of director, and final edit of each show. They will have a role in promoting the show upon completion.

# Ireland & UK Roles

## Script Reader

### Occupation Profile:

This role involves reading a script, assessing it, and providing a short, written report (usually three pages of notes) to summarise the quality or future potential of a script on premise, characters, dialogue, format, structure, plot, descriptions, pace, originality, and theme. A script reader needs to be able to read quickly and accurately and judge the overall integrity of the script to identify where it works well and where areas need to be changed or adjusted. While script readers may specialise in one genre e.g., comedy, drama, horror etc. it is more usual, especially in the early phase of their careers, for script readers to work across a range of genres to develop their skills. As a script reader's experience develops, they will be asked to make observations on scripts to support production and the commercial viability or likely success with audiences. Script readers typically work as freelancers. They may also be employed directly by a TV or Film company, and, in the early stages of their career will often work on scripts alongside other duties in the company. In either case it is important for the Script Reader to understand the company's ethos and values with regard to the type of script that fits with the company's requirements and culture. Script readers often progress their careers into development/production/editorial roles. Some writers may take on these roles with a view to creating opportunities to build relationships in the industry and ultimately get a chance to move into scriptwriting.

### Key Tasks:

1. Reads and reviews scripts (including screenplays or story treatments) to determine their overall quality.
2. Reviews scripts for adherence to industry standards and genre conventions.
3. Assesses scripts against the vision, culture, and production values of the company.
4. Compares scripts with published works for potential plagiarism.
5. Notes grammatical or spelling errors for further revision.
6. Prepares written synopses and analyses of scripts.
7. Provides verbal feedback on the quality of a script.
8. Examines the commercial appeal of a script or its likely success with audiences.

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## Task Statements

### Task Statement 1:

**Reads and reviews scripts (including screen plays or story treatments) to determine their overall quality**

Associated activities

- ✓ Reads through the entire script to assess the script's overall premise.
- ✓ Examines the plot and its integrity as it unfolds through the script.
- ✓ Evaluates the overall format and structure of the script.
- ✓ Identifies main areas that need to be adjusted or changed.

### Task Statement 2:

**Reviews scripts for adherence to industry standards and genre conventions.**

Associated activities

- ✓ Applies current libel/slander/defamation laws as they apply to content and future production of scripts.
- ✓ Applies current industry standards and legal issues associated with diversity and inclusion when assessing scripts.
- ✓ Applies current industry standards and legal issues with regard to decency legislation.
- ✓ Recognises the need for respect and sensitive treatment of diverse social and cultural issues e.g., suicide and assesses the scripts treatment of these issues.
- ✓ Reviews scripts for adherence to genre (e.g., comedy, horror, drama etc.) conventions with regard to format and length of the script for the genre.

### Task Statement 3:

**Assesses scripts against the vision, culture, and production values of the company.**

Associated activities

- ✓ Understands the type of project(s), for example, arthouse, documentaries, comedy series etc., the company is interested in developing and applies this when reviewing scripts to assess overall fit with the company's values.
- ✓ Identifies potential treatment challenges in the production of the script in line with the size and scale of the company e.g., if the script had multiple overseas locations this would have an implication for filming costs.
- ✓ Identify issues or risks in the script that may be at variance with the company's values.

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## Task Statements

### Task Statement 4:

Compares scripts with published works for potential plagiarism.

#### Associated activities

- ✓ Reviews the script to assess if its connections to other work or real-life events are acknowledged and referenced.
- ✓ Has a sufficient knowledge of the industry and genre of the script to identify potential plagiarism.
- ✓ Where the issue of potential plagiarism arises, investigates this through online research.

### Task Statement 5:

Notes grammatical or spelling errors for further revision.

#### Associated activities

- ✓ Pays close attention to the script for spelling errors and notes where changes need to be made to address these mistakes.
- ✓ Pays close attention to the script for grammatical errors and notes where changes need to be made to address these mistakes.

### Task Statement 6:

Prepares written synopses and analyses of scripts

#### Associated activities

- ✓ Prepares a written analysis with supporting notes (typically 3 pages) on the quality of the following items:
  - Script's premise and theme.
  - Originality.
  - Characters and character development.
  - Dialogue.
  - Format, structure, and pace.

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## Task Statements

### Task Statement 7:

Provides verbal feedback on the quality of a script.

#### Associated activities

- ✓ Provides verbal feedback as necessary to the scriptwriter/others to clarify issues associated with the following items:
  - Script's premise and theme.
  - Originality.
  - Characters and character development.
  - Dialogue.
  - Format, structure, and pace.

### Task Statement 8:

Examines the commercial appeal of a script or its likely success with audiences.

#### Associated activities

- ✓ When requested, being prepared to offer an opinion on the likely impact of a script on a target audience.
- ✓ When requested, recommends if a script is suitable for production.
- ✓ Makes recommendations on changes to the script to increase its commercial appeal to audiences.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience



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# Assistant/Junior Script Editor

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## Occupational Profile:

This role is generally an entry level role into the world of script editing. The person reports to the Script Editor, and works closely with producers, scriptwriters, and script editors to provide editorial and research support. Typically, people entering the world of scriptwriting come from theatre, radio or have received some vocational training in college in screenwriting. They have a high level of proficiency in the language in which the script is being written and understand the technical issues associated with constructing stories, characters and dialogue from their vocational training or experience. In working as an Assistant or Junior Script Editor, the person fulfils a range of supporting activities that include researching topics to support scriptwriters and undertaking initial reviews of scripts on behalf of more senior editors. Assistant or Junior Script Editors understand the principles of story construction, different narrative forms, character development and dialogue. They prepare short reviews of submitted work for the script editor. In this way, they begin to learn the craft of scriptwriting. They research topics on behalf of the story team, sourcing experts in a wide range of professions to provide authenticity and accuracy to storylines. Their briefs will be passed on to the episodic script writers before they write their episodes. They undertake further research if a writer has further queries.

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## Key Tasks:

1. Assist Script Editor in reading submitted material and in preparation of notes on scripts.
2. Develop an understanding of legal and ethical standards when reviewing scripts.
3. Develop an understanding of the editorial tone of the show and how this applies to research. (On long running shows a dedicated researcher may take on this element of the role).
4. Provide administrative support to script editors.
5. Liaise with writers on behalf of senior script editors.
6. Liaise with directors during shooting to handle queries that may arise during shooting and implement smaller script edits (e.g., director's notes).
7. Keep an eye on script and character continuity across blocks.

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## Task Statements

### Task Statement 1:

**Assist Script Editor in reading submitted material and in preparation of notes on scripts.**

Associated activities

- ✓ Read each draft of submitted scripts and prepare notes as directed by script editors.
- ✓ Attend meetings and take accurate notes.
- ✓ Checks script against story documents.

### Task Statement 2:

**Develop an understanding of legal and ethical standards when reviewing scripts.**

Associated activities

- ✓ Develop and understanding of laws of defamation and libel and how these apply to script development.
- ✓ Develop and understanding of the codes governing swearing, violence, and sexuality that the show follows and the impact these have on script development.

### Task Statement 3:

**Develop an understanding of the editorial tone of the show and how this applies to research.**

Associated activities

- ✓ Learn about the editorial tone of the show and how this applies to research topics.
- ✓ Develop an understanding of how to conduct research into sensitive or challenging ethical or moral issues e.g., suicide.

### Task Statement 4:

**Provide administrative support to the Script Editor or writing teams.**

Associated activities

- ✓ Ensure appropriate records are maintained on research activities.
- ✓ Where necessary organise meetings with external third parties/advisers and the writers on research topics.
- ✓ Support the writing team in keeping notes from meetings and following through on actions.

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## Task Statements

### Task Statement 5:

**Liaise with writers on behalf of senior script editors.**

#### Associated activities

- ✓ Maintain up-to-date contacts for writers.
- ✓ Pro-actively foster a positive working relationship with each writer.
- ✓ Accurately reflect back to the writer the notes from the senior team in a tactful and respectful manner.

### Task Statement 6:

**Liaise with directors during shooting to handle queries that may arise during shooting and implement smaller script edits (e.g., director's notes).**

#### Associated activities

- ✓ Liaise with directors and production team to ensure the nuance of each script is not over-looked and correct any misinterpretations.
- ✓ Action minor script changes requested by the director such as changes in blocking or changes of prop or costume from the script, referring upwards where it may cause an editorial change to the scene.
- ✓ Report any other relevant information from the production floor to script editors.

### Task Statement 7:

**Keep an eye on script and character continuity across blocks.**

#### Associated activities

- ✓ Cross-check the script against story documents.
- ✓ Liaise with story team and present solutions to the script editors in a timely fashion.
- ✓ Brief writers if changes are required to their scripts to fix gaps in logic or inconsistencies, under the direction of script editors.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience

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# Script Editor

## Occupation Profile:

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The Script Editor is responsible for reviewing and editing the work of Scriptwriters. The Script Editor reports to the Series Script Editor and has a clear understanding of the story arc (also referred to as the narrative arc) of a production or series. The Script Editor must ensure there is an integrated flow and chronological unfolding of both the overall story and the storyline threads within it. The Script Editor is a liaison point between the Scriptwriter(s) and the Senior Script Editor/Producers/and Executive Producers in meeting the overall production objectives of the show/series. They are responsible for the on-time delivery of high-quality scripts, often in tight timeframes, in a specified format and length. In TV, the Script Editor is member of the production team and while this may be a freelance role more often than not the person is employed by the production company. They need to commission scripts that conform to the editorial brief and work within the financial constraints of production.

Script Editors have an increased level of responsibility for directing, reviewing, and finalising the work of the Scriptwriters working on the show or series. In this capacity, their responsibilities include sourcing scriptwriters (through existing relationships and finding new/emerging talented scriptwriters), working with the Series Script Editor in negotiating contracts, working closely with writers to develop storylines, and ensuring that scripts are suitable for production. They work closely with the writers to develop drafts and final versions of the script, provide clear feedback on drafts and direct changes necessary to develop and improve the script. This requires supervisory skills in providing direction on what is required along with coaching and mentoring skills to develop the writers' talents. The Script Editor needs to continually balance a respect for the writer's creativity with the practical considerations of a production and production schedules. Feedback is provided to writers by way of notes/email and in 1-to-1 discussions to continually develop and improve the script and the writers' skills. The Script Editor may, on some occasions, be required to do quick final rewrites on a script in an emergency e.g., a scriptwriter is ill.

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## Key Tasks

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1. Understand the overall vision for the series.
2. Participate in production team meetings.
3. Develop a clear brief for the scriptwriter.
4. Review and edit scripts
5. Provide written and/or verbal feedback to Scriptwriters.
6. Understand and work within the budgetary requirements of the series.
7. Support Scriptwriters in the development of their craft.
8. Source new Scriptwriters.

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## Task Statements

### Task Statement 1:

#### Understand the overall vision for the series

##### Associated activities

- ✓ Ensure scripts are consistent with the overall objectives of the series.
- ✓ Manage continuity across different Scriptwriters.
- ✓ Highlight issues to the Series Script Editor where there may be a need to consider a re-brief to maintain the overall integrity of the series.

### Task Statement 2:

#### Participate in production team meetings.

##### Associated activities

- ✓ Give regular feedback to the Series Script Editor about any problems that have arisen in the script process and what action has been taken to remedy them.
- ✓ Participate in production and editorial team meetings when developing story and character arcs.
- ✓ Take part in regular review meetings to ensure the scripts are being delivered in line with the script schedule.

### Task Statement 3:

#### Develop a clear brief for the Scriptwriter.

##### Associated activities

- ✓ Provide Scriptwriters with sufficient information to enable the script brief to be met in respect of editorial compliance, style, content, form, and any other special considerations.
- ✓ Provide overall direction on character and character development within the required script.
- ✓ Respond to any queries/need for direction on the part of the Scriptwriter.
- ✓ Set timelines for script delivery to allow for drafts, edits, re-drafts and finalising scripts in line with production schedules.

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## Task Statements

### Task Statement 4:

#### Review and edit scripts

##### Associated activities

- ✓ Apply current libel/slander/defamation laws when editing scripts.
- ✓ Apply current industry standards and legal issues associated with diversity and inclusion when editing scripts.
- ✓ Apply current industry standards and legal issues with regard to decency legislation when editing scripts.
- ✓ Manage the need for respect and sensitive treatment of diverse social and cultural issues e.g., suicide and assess the script treatment of these issues.
- ✓ Apply appropriate language and decency codes when editing scripts in line with watershed scheduling times.
- ✓ Reviews scripts for adherence to genre (e.g., comedy, horror, drama etc.) conventions with regard to format and length of the script for the genre.
- ✓ Identify and mark up areas of the script that need to be changed.
- ✓ As an experienced Scriptwriter in their own right, has the necessary skills to write scripts in an emergency or there is a critical reason to do so.

### Task Statement 5:

#### Provide written and/or verbal feedback to Scriptwriters.

##### Associated activities

- ✓ Prepare clear, timely, written feedback notes on draft scripts so that the Scriptwriter can understand what needs to be changed in later drafts/final script.
- ✓ When required, provide clear verbal feedback on draft scripts so that the Scriptwriter can understand what needs to be changed in later drafts/final script.
- ✓ In giving feedback to Scriptwriters balance the Scriptwriter's creative contribution with the overall objectives of the series.
- ✓ Where necessary work with the Series Script Editor to replace Scriptwriters.

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## Task Statements

### Task Statement 6:

**Understand and work within the budgetary requirements of the series.**

#### Associated activities

- ✓ Work with the Series Script Editor to help manage the script writing budget with Scriptwriters.
- ✓ Explain the parameters of the budget to Scriptwriters and the impact it has on scripts they are developing.
- ✓ Maintain records of script delivery or expenses/payments that are made to ensure the finance department has accurate information for accounting and payment purposes.

### Task Statement 7:

**Support Scriptwriters in the development of their craft.**

#### Associated activities

- ✓ Challenge Scriptwriters to develop their craft through constructive feedback.
- ✓ Guide and develop Scriptwriters through mentoring and training in developing specific elements of their craft.
- ✓ Coach Scriptwriters on their longer-term career goals/objectives.

### Task Statement 8:

**Source new Scriptwriters.**

#### Associated activities

- ✓ Maintain relationships with agents or Scriptwriters in order to seek new material and take steps to identify and encourage new writing talent.
- ✓ Work with the Series Script Editor to manage performance issues that arise with individual Scriptwriters to improve their skills.
- ✓ Work with the Series Script Editor in interviewing and hiring new Scriptwriters.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience

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# Series Script Editor

(Also referred to as Script Producer or Script Executive or Series Consultant)

## Occupation Profile:

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Series Script Editors must ensure there is an integrated flow and chronological unfolding of both the overall story and the storyline threads across a whole series or a number of series. They produce and manage the long-term script delivery schedule. They organise and oversee the script development process. They provide consistency and continuity across episodes in terms of the overall stories and character arcs for the series. The Series Script Editor is the key link between the Script/Story teams, the Scriptwriters, and the Producers/Development Producers/Executive Producers in meeting the overall production objectives of the series. The Series Script Editor is a member of the production team and while this may be a freelance role, more often than not the person is employed by the production company.

Series Script Editors are experienced Script Editors who have an increased level of responsibility for leading and managing Script and Story teams, and through them the writers, working on the show or series. They tend to edit fewer scripts with writers but instead deliver their notes to the Script Editors across the entire series. Where there is more than one Script Editor, the Series Script Editor is responsible for maintaining a high level of communication in the team to maintain consistency of story and character arcs across all episodes. They are the line manager for the Script Editors and work closely with them to develop storyline ideas, and ensuring the Script Editor works with the Scriptwriters to develop scripts that are suitable for production, that conform to the show's editorial brief and are within the financial parameters of the overall production. They also work with the Script Editors to source and develop Scriptwriters. This can include liaising with agents and negotiating contracts on terms and conditions. The Series Script Editor together with the Script Editor continually develop the talent of Scriptwriters working on the series through feedback, mentoring and coaching and ensure there is a focus on diversity and inclusion both within the content of the scripts and within the scriptwriting team itself.

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## Key Tasks

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- 1.** Ensure the editorial vision of the Series/Executive Producer is maintained within scripts.
- 2.** Develop a long-term script delivery schedule in line with the ambitions of the Series/Executive Producer.  
  
Manage the script delivery schedule,
- 3.** Ensure the serial storylines are realised to their full potential from commissioning to shooting script.
- 4.**
- 5.** To take responsibility for serial continuity and consistent treatment of issues or characters.
- 6.** Work within the overall budget of the series
- 7.** To line manage and develop the Script Editor(s).
- 8.** To foster and develop a team or panel of talented Scriptwriters

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## Task Statements

### Task Statement 1:

**Ensure the editorial vision of the Series/Executive Producer is maintained within scripts.**

#### Associated activities

- ✓ Be responsible for the editorial quality of all scripts in development including reading treatments and selected drafts of every episode.
- ✓ Manage overall continuity across scripts.
- ✓ Ensure that the Series Producer's and Executive Producer's notes are addressed to the necessary standard at the various stages of script development.
- ✓ To highlight to the Producer/the Story Producer/the Series Producer scripts which may need a re-brief, or even potentially pulled, to maintain the overall integrity of the series.

### Task Statement 2:

**Develop a long-term script delivery schedule in line with the ambitions of the Series/Executive Producer.**

#### Associated activities

- ✓ Applies current libel/slander/defamation laws as they apply to content and future production of scripts.
- ✓ Applies current industry standards and legal issues associated with diversity and inclusion when assessing scripts.
- ✓ Applies current industry standards and legal issues with regard to decency legislation.
- ✓ Recognises the need for respect and sensitive treatment of diverse social and cultural issues e.g., suicide and assesses the scripts treatment of these issues.
- ✓ Reviews scripts for adherence to genre (e.g., comedy, horror, drama etc.) conventions with regard to format and length of the script for the genre.

### Task Statement 3:

**Manage the script delivery schedule.**

#### Associated activities

- ✓ Ensuring timely and accurate processing and distribution of all scripts through all drafts to shooting script.
- ✓ Work with the Story Producer to run weekly meetings with the Editorial team to deal with concerns.
- ✓ Work with the team to ensure the smooth running of the script development process, to focus on deadlines and optimise the resources of the team.
- ✓ Compile a weekly diary of editorial meetings.
- ✓ Give regular feedback to the Series Producer about any problems that have arisen in the script process and what action has been taken to remedy them.

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## Task Statements

### Task Statement 4:

**Ensure the serial storylines are realised to their full potential from commissioning to shooting script.**

#### Associated activities

- ✓ To be responsible for providing writers or script editors with sufficient information to enable the script brief to be met in respect of editorial compliance, style, content, form, and any other special considerations.
- ✓ To advise on all script related matters associated with the production and to assist Script Editors and Producers with solving problems on individual scripts.
- ✓ Where there is a strong disagreement among stakeholders on the treatment of a script bring the issue to the attention of the Series Producer/Executive Producer for final arbitration.

### Task Statement 5:

**To take responsibility for serial continuity and consistent treatment of issues or characters.**

#### Associated activities

- ✓ Identify any quality or continuity concerns and, in consultation with Series Producer, take necessary measures to remedy these through the Script Editor.
- ✓ Ensure that on-screen content reflects the diversity of society and that ethnic and other diversity groups are portrayed appropriately.
- ✓ Deal sensitively with the treatment of social and moral issues that may arise in the series e.g., suicide, in line with the overall values/norms of society.
- ✓ Be aware of legal issues with regard to libel, slander, blasphemy, profanity etc.. as these pertain to the series or screening times of the show in developing scripts.
- ✓ Oversee the relationship with external advisers/researchers to ensure continuity of, and currency of, technical themes.

### Task Statement 6:

**Work within the overall budget of the series.**

#### Associated activities

- ✓ Work with the Story Producer, Series Producer and Line Producer to manage the Script writing budget across the series.
- ✓ Explain the parameters of the budget to Script Editor(s) and the impact it has on scripts and writers e.g., how many days off site are available versus in-studio filming.
- ✓ Keep records of script delivery so that payments can be made through the finance department to Scriptwriters.
- ✓ Maintain records of all other expenses/payments that are made, for example, research or a series adviser on a technical issue, to ensure the finance department has accurate information for accounting and payment purposes

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## Task Statements

### Task Statement 7:

To line manage and develop the Script Editor(s).

#### Associated activities

- ✓ Set clear goals, objectives and KPIs (Key Performance Indicators) for the Script Editor(s).
- ✓ Provide ongoing feedback and performance management to the Script Editor(s) in line with their goals, objectives and KPIs.
- ✓ Conduct formal annual performance review and appraisals with the Script Editor(s).
- ✓ Support Script Editors in their development through training, mentoring, and coaching.
- ✓ Play a key role in the recruitment of Script Editors in drawing up job descriptions, role adverts, interviewing and hiring decisions.
- ✓ Be responsible for contract terms and conditions and offer/renewal of contracts for Script Editors.

### Task Statement 8:

To foster and develop a team or panel of talented Scriptwriters.

#### Associated activities

- ✓ Be the first point of contact for all writers and writers' agents with regard to the writing slate and submitting writers for consideration.
- ✓ Support and challenge established writers to develop their craft.
- ✓ Find and nurture new talent and maintain an up to date awareness of emerging talent.
- ✓ Work with the Script Editor to manage performance issues that arise with individual Scriptwriters to improve their skills.
- ✓ Replace Scriptwriters when this is necessary and ensure adequate feedback is given to the writer and agents (where the writer has one) as to why the writer is being replaced.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience

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# Storyliner

## Occupational Profile:

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This role reports to the story editors and involves generating, developing, and writing story strands for long-running series. The person may be responsible for a number of different storylines or episodes and assists in writing up the story document, which is issued to all writers and editors, as well as keeping series integrity/structure up to date. The story liner looks at long story arcs and how they can be best serviced by blocks. Storyliners flesh out the stories across these blocks and divide up the storylines. This is referred to as the ‘beats’ of the show across and within the blocks i.e., how the story will unfold across the episodes and to take characters from one place in the show to some future point in line with the story’s plots and sub-plots. Each episode will feature a main storyline (A story) but also emerging storylines (B, C, etc..). For example, a person who never gambles wins a lucky bet on a horse race in an early episode as a small C story and later in the series are a main A story as the person now has a gambling addiction, has run up huge debts and is about to commit a bank robbery to pay off their debts. The Storyliner develops and maintains a relationship with authors on how their original material is being adapted and used in the series. In doing this, the Storyliner has to be keenly aware of copyright infringement, libel & defamation laws, and standards. The Storyliner needs to have a clear understanding of the financial and budgetary constraints of the show and works with authors to explain how this impacts the treatment of their work. When Scriptwriters/Script Editors recommend major script changes to the treatment of scripts, the Storyliner Integrates these into story documents revisions. They also keep a record of any decisions made to ensure continuity of creative content and are responsible for contributing long-term story ideas and creative content.

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## Key Tasks

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1. Understand the overall vision for the series.
  2. Assist in the formulation of story arc in long, mediums and short term.
  3. Write up assigned storylines for master story document.
  5. Ensure there are no copyright infringement, libel & defamation issues in developing the series.
  6. Understand and work within the budgetary requirements of the series.
  7. Manage collaborative working relationships.

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## Task Statements

### Task Statement 1:

**Understand the overall vision for the series.**

Associated activities

- ✓ Familiarize themselves with the story bible (the back history of the characters) so that new stories are consistent with previously established continuity.
- ✓ Manage storyline continuity across different elements in a series or over a number of series.
- ✓ Deal with issues raised by the Script Editors or Scriptwriters that require significant changes to the storyline.
- ✓ Consider a range of problems and use judgement to apply effective, time critical solutions.

### Task Statement 2:

**Influence production team meetings in developing series storylines.**

Associated activities

- ✓ Attending all script development meetings to make sure that all parties share the same vision for the project.
- ✓ Contribute views or ideas.
- ✓ Take part in regular review meetings to ensure the scripts are being delivered in line with the overall series objectives

### Task Statement 3:

**Assist in the formulation of story arc in long, mediums and short term.**

Associated activities

- ✓ Provide Script Editors and Scriptwriters with sufficient information to enable the script brief to be met in respect of editorial compliance, style, content, form, and any other special considerations.
- ✓ Provide overall direction on character and character development within the required scripts across the series.
- ✓ Ensure that scriptwriters are sufficiently aware of editorial values and standards of the series.
- ✓ Respond to any queries/need for direction on the part of Series Script Editor, Script Editors or Scriptwriters.
- ✓ Interpret editorial intention and generate ideas to help resolve script problems.

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## Task Statements

### Task Statement 4:

**Ensure there are no copyright infringements, libel & defamation issues in developing the series.**

#### Associated activities

- ✓ Ensure that all reasonable action has been taken to avoid copyright infringement, libel, and defamation.
- ✓ Apply current industry standards and legal issues associated with diversity and inclusion in developing series storylines.
- ✓ Apply current industry standards and legal issues with regard to decency legislation in developing series storylines.
- ✓ Manage the need for respect and sensitive treatment of diverse social and cultural issues e.g., suicide and assesses the script treatment of these issues in developing overall series storylines.

### Task Statement 5:

**Understand and work within the budgetary requirements of the series.**

#### Associated activities

- ✓ Understand and apply the overall financial and budgetary objectives for the series when developing storylines to work within these parameters.
- ✓ Work with the Series Script Editor to help guide Scriptwriters when developing scripts within the budget for the series.
- ✓ Explain the parameters of the budget to authors and the impact it has on how the series is being produced.

### Task Statement 6:

**Manage collaborative working relationships.**

#### Associated activities

- ✓ Assess and support relationships between writers and producers.
- ✓ Work as a member of a team in a confident and collaborative way.
- ✓ Foster positive working relationships with writers and colleagues.
- ✓ Handle confidential and/or controversial information with tact and sensitivity.
- ✓ Communicate with a wide range of internal and external colleagues and contributors.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience



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# Story Editor

(Also known as Series Story Editor or Story Executive)

## Occupational Profile:

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In this role, the person works to the Series Consultant. They take a leading role in the pitching, editing, and general development of the story documents. They manage the Storyliners in writing the story documents forming the story arcs across episodes, following planning meetings where the broad brushstrokes of the story are decided by Lead Writers and Executive Producers. Story Editors liaise with schedulers over character and set availability when writing the storylines to ensure the scripts are aligned to the time, budget, and scheduling parameters for the series. The Story Editor breaks down the show into 'blocks' e.g., 16 or 20 episodes in a soap. The Story Editor needs to be able to keep track of how the stories are unfolding and how characters are developing in line with the production schedules. The Story Editor does this through leading regular story conferences and helping the team break these down into monthly and weekly schedules for script writing. They oversee the production of story documents which detail the required scripts. In addition, Story Editors need to be agile to adjust to the development of the story based on real life events e.g., an actor becomes ill and has to be replaced or as writers develop scripts new ideas can emerge through the scriptwriting process that lead to an improvement in the overall storyline.

## Key Tasks:

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1. Deliver a clear vision and structure for the overall story to the editorial and script writing teams.
2. Ensures that the editorial vision of the show and Executive Producers is maintained within scripts, in conjunction with the Storylines.
3. Take overall responsibility for story continuity and consistency.
4. Line manage and develop the editorial team members.
5. Produce and manage the long-term story delivery schedule.
6. Ensure the storylines are realised to their full potential from commissioning to shooting script.
7. Work within the overall budget of the series.
8. Foster and develop a team or panel of talented Storyliners.

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## Task Statements

### Task Statement 1:

**Develop a clear vision and structure for the overall story and communicate this to the editorial and scriptwriting teams.**

#### Associated activities

- ✓ Work with the Executive Producer to understand their strategic objectives for the show.
- ✓ Support the Series Producer, Executive Producer and Story Producer in implementing the editorial vision of the programme.
- ✓ Communicate the vision and strategy for the show so that all editorial and script writing team members have a clear understanding of how their roles contribute to the delivery of the strategy objectives.
- ✓ Provide ongoing direction, editorial insights, and quality control support to commissioned projects to ensure the overall strategic direction is maintained.

### Task Statement 2:

**Is responsible for the overall editorial quality of all storylines in development.**

#### Associated activities

- ✓ Ensure that the Series Producer's and Executive Producer's notes are addressed to the necessary standard at the various stages of story development.
- ✓ Work with the Executive Producer/the Story Producer/the Series Producer on the evolution of stories that may need a new direction or treatment based on 'real world' challenges e.g., an actor playing a key character is unavailable due to a serious accident.
- ✓ Work with the Executive Producer/the Story Producer/the Series Producer on the evolution of stories that emerge based on creative suggestions from writers/editors in the scripting process.

### Task Statement 3:

**Take overall responsibility for story continuity and consistency**

#### Associated activities

- ✓ Identify any quality or continuity concerns and, in consultation with Series Producer, take necessary measures to remedy these through the editorial team in guiding scriptwriters.
- ✓ Ensure that on-screen content reflects the diversity of society and that ethnic and other diversity groups are portrayed appropriately through the story arcs.
- ✓ Guide the story in work sensitively on the treatment of social and moral issues that may arise in the series e.g., suicide, in line with the overall values/norms of society.
- ✓ Apply current legal issues with regard to libel, slander, blasphemy, profanity etc.. as these pertain to the series or screening times in guiding the overall story.

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## Task Statements

### Task Statement 4:

**Line manage and develop the editorial team members.**

#### Associated activities

- ✓ Set clear goals, objectives and KPIs (Key Performance Indicators) for story team.
- ✓ Provide ongoing feedback and performance management to script editors in line with their goals, objectives and KPIs.
- ✓ Conduct formal annual performance review and appraisals with story team.

### Task Statement 5:

**Produce and manage the long-term script delivery schedule.**

#### Associated activities

- ✓ Develop and design the long-term storyline delivery schedule.
- ✓ Set and enforce deadlines for the script schedule between commissioning meeting and script sign off.
- ✓ Meet the Editorial team regularly to deal with concerns and ensure the smooth running of the script development.
- ✓ Ensuring timely and accurate processing and distribution of all storylines through all drafts to signed off master document.
- ✓ Work with the storylining team to ensure the smooth running of the story formation process, to focus on deadlines and optimise the resources of the team.
- ✓ Compile a weekly diary of editorial meetings to record decisions and action plans.
- ✓ Give regular feedback to the Series Producer/Executive Producer about any problems that have arisen in the storylining process and what action has been taken to remedy them.

### Task Statement 6:

**Ensure the storylines are realised to their full potential from commissioning to shooting script.**

#### Associated activities

- ✓ Be responsible for providing clear story documents for the story arcs in the show so that writers or script editors have sufficient information to enable the script brief to be met in respect of editorial compliance, style, content, form, and any other special considerations.
- ✓ To advise on all story related matters associated with the production and to assist Script Editors and Producers with solving problems on the overall storylines.
- ✓ Advise on structure of the story, story arcs and how these are to be broken down into 'blocks' and 'beats' over the course of the show.

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## Task Statements

### Task Statement 7:

**Work within the overall budget of the series.**

#### Associated activities

- ✓ Work with senior colleagues to manage the script schedule delivery within budget.
- ✓ Monitor the storylines to ensure they stay within the parameters of the production budget e.g., how many days off site are available versus in-studio filming.
- ✓ Oversee expenses/payments that are made, for example, research or a series adviser on a technical issue, to ensure the finance department has accurate information for accounting and payment purposes.

### Task Statement 8:

**Foster and develop a team or panel of talented Storyliners.**

#### Associated activities

- ✓ Be a point of contact for storyliners with regard to the writing slate.
- ✓ Support and mentor new storyliners to develop their craft.
- ✓ Maintain an up to date awareness of emerging talent.
- ✓ Manage performance issues that arise with individual storyliners to improve their skills.
- ✓ Replace storyliners when this is necessary and ensure adequate feedback is given to the writer and agents (where the writer has one) as to why the writer is being replaced.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience



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# Story Producer

(Also known as the Series Story Editor, Story Executive and in longer running series Editorial Producer or Script Producer)

## Occupational Profile:

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This role is responsible for developing and maintaining the story across episodes by providing an overall framework and then overseeing the production of a story document which is given to individual writers and editors. This framework usually details monthly story documents for each month's episodes. On a long running drama or soap, the Story Producer runs the entire editorial team. In the development phase of a show the Story Producer works directly to the Executive Producer to conceive, generate, and develop ideas, treatments, and formats of the highest standards, consistent with the overall script strategy. The Story Producer, along with other senior colleagues, encourages, fosters, and develops creative talent and ability in working closely with writers, and when developing and writing stories in a variety of formats. The Story Producer attends story conferences, monthly story meetings and commissioning meetings alongside the Executive Producer. The person also has a key role in maintaining good relations and communications with the script department and resolving story issues which arise post commissioning. The Story Producer briefs the Casting Executive on new, regular, and guest characters on a monthly basis and keeps up to date with cast usage with the Series Story Scheduler, taking note of holidays and rest weeks etc.. They may be required to write character biographies, particularly for new characters or actors. The role also has an important link to the publicity and marketing departments in briefing them on up-coming storylines and characters for use in show reels, trailers, or other materials to publicise the show or upcoming episodes.

## Key Tasks:

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1. Ensure the finalized scripts are correctly interpreted and adapted in shooting the shows.
2. Provide clear guidance and direction on scripts required to deliver high-quality productions.
3. Drive development and the script delivery schedule to tight deadlines.
4. Manage and maintain key internal professional relationships.
5. Ensure the serial storylines are realised to their full potential from commissioning to shooting script.
6. Take overall accountability for serial continuity and consistent treatment of issues or characters.
7. Support the development and management of the overall budget for the show or series.
8. Lead and develop high-performing teams.

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## Task Statements

### Task Statement 1:

**Ensure the finalized scripts are correctly interpreted and adapted in shooting shows.**

#### Associated activities

- ✓ Apply a wide-ranging knowledge of television production processes, within or across genres, to optimize script development and treatments for production.
- ✓ Coordinate the jobs of programme and resource personnel to complete the production.
- ✓ Lead script development to adhere to tight deadlines and to match the practical constraints of production schedules and resources.
- ✓ Generate creative ideas, treatments, and formats for all aspects of the production.
- ✓ Aware of pressures of production and understands the necessity of adapting filming requirements during the difficult production process.

### Task Statement 2:

**Provide clear guidance and direction on scripts required to deliver high-quality productions.**

#### Associated activities

- ✓ Work with the Executive Producer to understand the overall vision and direction for the show or series.
- ✓ Transform ideas or concepts into practical applications that balance creative content with production parameters and budgets.
- ✓ Provide ongoing direction, editorial insights, and quality control support to commissioned projects to ensure the overall strategic direction is maintained and delivered.
- ✓ Clearly set out and communicate script requirements to ensure that the writers and editors understand how their creative content meets the overall objectives for the show or series.
- ✓ Work closely with writers, developing and writing stories in a variety of formats to balance their creative input within the practical production parameters of filming.
- ✓ To monitor production values and artistic standards and to balance these aspirations with costs.

### Task Statement 3:

**Drive story development and the script delivery schedule to tight deadlines**

#### Associated activities

- ✓ Attend commissioning meetings with the Executive Producer to further develop how the story and production treatment of the show or series is developed.
- ✓ Attend story conferences with editors and writers to develop story and character arcs and work out how these link to the overall filming and production schedule.
- ✓ Run monthly story meetings to develop and agree on upcoming script schedules in line with production.

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## Task Statements

### Task Statement 3:

#### Drive story development and the script delivery schedule to tight deadlines

##### Associated activities

- ✓ Develop detailed monthly story documents and communicate these to the editors and writers so they are clear on the requirements and timelines for scripts.
- ✓ Work with the script department to resolve story issues that may arise post-commissioning.
- ✓ Ensure compliance with the show's editorial guidelines, legal, contractual agreements, and regulations as they apply to programme making, broadcasting and digital media.

### Task Statement 4:

#### Manage and maintain key internal professional relationships.

##### Associated activities

- ✓ Maintain good relations with the Script Department/Production Team and provide clear written communications on what is required from them.
- ✓ Help resolve story issues which arise post commissioning with the Script Department/Teams.
- ✓ Oversee production.
- ✓ Brief the Casting Executive on new, regular, and guest characters on a monthly basis.
- ✓ Write character biographies as required for casting or for actor briefing.
- ✓ Work closely with the Series Story Scheduler to plan writing schedules and production.
- ✓ Provide information to Publicity and Marketing departments or functions with regard to up-coming storylines, plots and characters that can be used to advertise the show or series.

### Task Statement 5:

#### Ensure the serial storylines are realised to their full potential from commissioning to shooting script.

##### Associated activities

- ✓ Provide editors and writers with sufficient information to enable the script brief to be met in respect of editorial compliance, style, content, form, and any other special considerations.
- ✓ To advise on all script related matters associated with the production and to assist Series Script Editors, Script Editors and Producers with solving problems on individual scripts.
- ✓ Where there is a strong disagreement among stakeholders on the treatment of a script make decisions on how to proceed with the script.

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## Task Statements

### Task Statement 6:

**Take overall accountability for serial continuity and consistent treatment of issues or characters.**

#### Associated activities

- ✓ Identify any quality or continuity concerns and take necessary measures to remedy these through the Senior Script Editor or Script Editor.
- ✓ Ensure that on-screen content reflects the diversity of society and that ethnic and other diversity groups are portrayed appropriately.
- ✓ Deal sensitively with the treatment of social and moral issues that may arise in the series e.g., suicide, in line with the overall values/norms of society.
- ✓ Be aware of legal issues with regard to libel, slander, blasphemy, profanity etc.. as these pertain to the series or screening times of the show in developing scripts.

### Task Statement 7:

**Support the development and management of the overall budget for the show or series.**

#### Associated activities

- ✓ Collaborate with the Executive Producer to develop the overall budget and expenditure for the show or series and how this is broken down across script and other production elements.
- ✓ Communicate the parameters of the budget to Series or Script Editors and the impact it has on scripts and writers e.g., how many days off site are available versus in-studio filming.
- ✓ Continually review script production and expenditure to ensure it is within the overall budget for the show or series.
- ✓ Understand and apply the expenditure budgets for productions.
- ✓ Maximize value across all expenditure.

### Task Statement 8:

**Lead and develop high-performing teams.**

#### Associated activities

- ✓ Negotiate and resolve differences in professional opinions, particularly where conflict may exist.
- ✓ Lead and conduct team meetings to ensure people are fully informed of the need for consistency in storylines.
- ✓ Lead and conduct team meetings to encourage creativity and new ideas in development.
- ✓ Work effectively with, and build collaboration across, different teams from commissioning to final production.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience



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# Scriptwriter

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## Occupational Profile:

The writer's role is defined by whether they are the creator of the intellectual property on which a TV series or Film is to be based or not. In the first case, the writer will, in a TV series, have written a story bible and will write some or all of the projected series; in the case of a feature film, the writer will have written a treatment and screenplay. In the latter case, the writer is commissioned by the production company to write one or more episodes for a pre-existing property. They may be invited to participate in a "writers' room" to shape the story structure or be handed a detailed story document which contains the "beats" of the story that they have been hired to write. Their primary point of contact on a show will be with the story editor who will work closely with them to ensure the script is delivered on time and is consistent with the story document and the productions' parameters.

Scriptwriters typically enter the profession having received vocational training in college in screenwriting, though they may also come from other backgrounds or disciplines and developed their skills in other areas e.g., theatre or radio scripting. They have a high level of proficiency in the language in which the script is being written and understand the technical issues associated with constructing stories, characters and dialogue from their vocational training or experience. New writers are often offered a "shadow" script to prove their ability and understanding of the tone and voice of the show.

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## Key Tasks:

1. Delivers scripts on time and to a consistently high standard.
2. Understands and applies story structure, elements, and techniques in writing scripts.
3. Understands and applies characterization techniques in writing scripts.
4. Crafts and creates realistic interplay between characters in scripts by understanding and applying writing techniques of dialogue.
5. Has an overall understanding of the production parameters of the show or series and the practical impact these have on script writing.
6. Develops and overall understanding of the vision or objectives for the show and how their scripts fit into the process.
7. Knows and applies legal and ethical standards when developing scripts.
8. Has the business acumen necessary to operate as a self-employed person and develop opportunities for script writing.

---

## Task Statements

### Task Statement 1:

**Delivers scripts on time and to a consistently high standard.**

Associated activities

- ✓ Attends meetings as an active participant.
- ✓ Takes accurate notes at meetings.
- ✓ Breaks down assigned episodes and devises creative solutions.
- ✓ Understands the sign-off process and reporting structure of both production and the production company.
- ✓ Understands the deadlines for each phase of the writing contract.
- ✓ Deals effectively with critical notes on their work in a resilient manner.
- ✓ Recognizes the need for support when required and asks for it from other writers/editors.
- ✓ When necessary, responds effectively and imaginatively to a changing brief.

### Task Statement 2:

**Understands and applies story structure, elements, and techniques in writing scripts.**

Associated activities

- ✓ Understands the role of conflict in advancing narrative.
- ✓ Understands techniques that maintain viewer interest such as twists, reveals and cliffs.
- ✓ Knows how the story advances within and between episodes, over a story week, across a block and beyond in a logical and plausible fashion.
- ✓ Understands the role of sub-plots to mirror or counterpoint the main plot.

### Task Statement 3:

**Understands and applies characterization techniques in writing scripts.**

Associated activities

- ✓ Understands that rich characters are built on the protagonist having opposing needs and wants.
- ✓ Awareness that plot exists to force the characters to make difficult choices that will cause them to change.
- ✓ Awareness that characters will always take the minimum conservative step, that their personal growth is incremental.
- ✓ Awareness of the story functions of the antagonist, protagonist, love interest, reflection, mentor character and simple villain.
- ✓ Understands the importance of a clear achievable objective for the protagonist.
- ✓ Understands the true character is revealed by what people do, not what they say.

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## Task Statements

### Task Statement 4:

**Crafts and creates realistic interplay between characters in scripts by understanding and applying writing techniques of dialogue.**

#### Associated activities

- ✓ Awareness of the difference between conversation and dialogue.
- ✓ Awareness of rhythms of speech and dialect.
- ✓ Ability to bury exposition skilfully in dialogue.
- ✓ Understands how to write in the 'voice' of existing characters/shows.
- ✓ Understands the musicality of language, cadence, and tempo.
- ✓ Understands what "on the nose" dialogue is and how to avoid it.

### Task Statement 5:

**Has an overall understanding of the production parameters of the show or series and the practical impact these have on script writing.**

#### Associated activities

- ✓ Understands how each show fits in the production schedule and the impact this has on script writing schedules.
- ✓ Awareness of, and delivers to, deadlines for draft and final script production.
- ✓ Considers the practical impact of sets, backlots, and locations available to the show on script writing.
- ✓ Considers the impact of the availability or limitations of key cast in creating scripts.
- ✓ Has the ability to deliver scripts to tight deadlines and to brief.
- ✓ Understands the practical issues associated with "shootability" in creating scripts.

### Task Statement 6:

**Develops and overall understanding of the vision or objectives for the show and how their scripts fit into the process.**

#### Associated activities

- ✓ Knows the editorial tone of the show and applies this in writing scripts.
- ✓ Contributes to the ongoing story development by pitching new stories on a regular basis.
- ✓ Is aware of the current or world view issues that are being addressed by the show and reviews or researches these issues in developing scripts.
- ✓ Understands and considers the backstory of characters when developing scripts involving the characters.
- ✓ Know the story arc in the relevant block of episodes and consider and apply these in writing scripts.

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## Task Statements

### Task Statement 7:

**Knows and applies legal and ethical standards when developing scripts.**

Associated activities

- ✓ Understands laws of defamation and libel and how these apply to script development.
- ✓ Knowledge of the code governing swearing, violence, and sexuality that the show follows and the impact these have on script development.
- ✓ Consider, research, and seek advice when writing on sensitive or challenging ethical or moral issues e.g., suicide.
- ✓ Ensure diversity and inclusion issues are fully considered and developed appropriately in writing scripts.

### Task Statement 8:

**Has the business acumen necessary to operate as a self-employed person and develop opportunities for script writing.**

Associated activities

- ✓ Manages and records income and expenses in line with accounting principles for a self-employed/small business person.
- ✓ Completes appropriate annual tax or other financial returns that are required by the state/government.
- ✓ Develops a network of business connections within the industry and look for opportunities to work with them in writing scripts.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience



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# Lead Writer

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## Occupation Profile:

The person in this role is usually a highly experienced writer with a strong track record of delivering high-quality scripts. They may have created the original format, or if the show is long-established, had an ongoing relationship with the show for a number of seasons, giving them a strategic insight into the show's narrative arc and character progression. This role is less common in on-going soap series with a high number of screenings per week and is more frequently seen in long running shows where each episode is a story in its own right under the broader umbrella title of the show e.g., a detective series where crimes are solved in each episode. The Lead Writer has probably worked on the show over a number of years and is familiar with any recurring characters in the show and other commonly occurring themes e.g., location of the show etc.. In this sense the Lead Writer provides continuity where it is necessary. The Lead Writer is responsible for the overall story arcs and storylines for the show. The person in the role leads story conferences to develop themes and works closely with the Script Writers and Editors in developing scripts. As a highly experienced script writer, the Lead Writer has an important role in training and developing scriptwriters and helping them to develop their craft through feedback, coaching and mentoring. They are responsible for final scripts and where necessary edit or re-write scripts to ensure scripts are delivered to a high standard.

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## Key Tasks:

1. Lead story and script development within tight deadlines.
2. Ensure the show storylines are realised to their full potential.
3. Provide direction and guidance on legal and ethical standards to Scriptwriters when developing scripts.
4. Take overall accountability for the show's continuity and consistent treatment of issues or characters.
5. Train, mentor, and coach scriptwriters to develop their craft and talent for the future success of the show.
6. Has an overall understanding of the production parameters of the show or series and the practical impact these have on script writing

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## Task Statements

### Task Statement 1:

**Lead story and script development within tight deadlines.**

Associated activities

- ✓ Collaborate with the Executive Producer/Producer to develop how the overall story arcs, plots and characters are going to be treated as part of the show.
- ✓ Lead elements of story conferences with editors and writers to develop story and character arcs for each episode.
- ✓ In conjunction with the story editor/script producer lead elements of monthly story meetings in line with upcoming script schedules.
- ✓ In conjunction with the story editor/script producer develop detailed monthly story documents and communicate these to the editors and writers so they are clear on what is required from them.
- ✓ Lead the script department to resolve story issues that may arise during writing or in line with overall show continuity.

### Task Statement 2:

**Ensure the show storylines are realised to their full potential.**

Associated activities

- ✓ Provide editors and writers with sufficient information to enable the script brief to be met in respect of editorial compliance, style, content, form, and any other special considerations.
- ✓ Assist Series Script Editors, Script Editors and Producers with solving problems on individual scripts.
- ✓ Where there is a strong disagreement among stakeholders on the treatment of a script, make decisions on how to proceed with the script.

### Task Statement 3:

**Provide direction and guidance on legal and ethical standards to Scriptwriters when developing scripts.**

Associated activities

- ✓ Ensure compliance with the show's editorial guidelines, legal standards, and regulations as they apply to scripting.
- ✓ Understand laws of defamation and libel and how these apply to script development.
- ✓ Knowledge of the code governing swearing, violence, and sexuality that the show follows and the impact these have on script development.
- ✓ Advise Scriptwriters on how to handle sensitive or challenging ethical or moral issues e.g., suicide.
- ✓ Advise Scriptwriters/Assistants on research necessary to support fact-based script content.
- ✓ Ensure diversity and inclusion issues are fully considered and developed appropriately in writing scripts.

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## Task Statements

### Task Statement 4:

**Take overall accountability for the show's continuity and consistent treatment of issues or characters.**

#### Associated activities

- ✓ Identify any quality or continuity concerns and take necessary measures to remedy these with scriptwriters and editors.
- ✓ Understands overall story arcs across a number of series of the show to ensure alignment of content.
- ✓ As script ideas evolve, is sufficiently agile to review and adapt elements of the storyline to ensure consistency is maintained.
- ✓ Working with the Executive Producer, has a clear understanding of the values and objectives of the show and applies these to the consistent treatment of scripts.

### Task Statement 5:

**Train, mentor, and coach scriptwriters to develop their craft and talent for the future success of the show.**

#### Associated activities

- ✓ Resolve differences in professional opinions on treatments of scripts.
- ✓ Helps writers understand the practical constraints and budgetary implications in preparing scripts for the show.
- ✓ Encourage creativity and new ideas from writers in developing scripts.
- ✓ Give constructive feedback to writers to help them improve their writing skills in delivering scripts.
- ✓ When necessary, re-write scripts and mentor more junior writers on the need for the re-write so they can build their skills

### Task Statement 6:

**Has an overall understanding of the production parameters of the show or series and the practical impact these have on script writing.**

#### Associated activities

- ✓ Understands how each show fits in the production schedule and the impact this has on script writing schedules.
- ✓ Understand and explain to scriptwriters the practical impact of sets, backlots, and locations available to the show on script development.
- ✓ Help scriptwriters understand the impact of the availability or limitations of key cast in creating scripts.
- ✓ Oversee the delivery of scripts to tight deadlines and to brief.
- ✓ Lead scriptwriters on the practical issues associated with "shootability" in creating scripts.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience

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# Executive Producer

## Occupational Profile:

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This role is usually filled by the creator of the underlying intellectual property and is a highly experienced scriptwriter/script editor who has a strong track record of developing and delivering excellent productions. Very often, such an individual will have a public profile based on the popularity of their work. The person works alongside other executive producers who represent either the production company or other financiers, overseeing production. The Executive Producer selects the writing and script editing team and oversees the arcing and story lining of the show. They work with other senior colleagues to approve casting, choice of director, and the final edit of each show.

The Executive Producer has a key role in developing proposals and projects for new shows and has the necessary business development skills to build a strong network with commissioners/financial investors, to source production/co-production opportunities and has the ability to pitch proposals.

An Executive Producer needs to have the ability to manage large complex budgets in excess of €500k and the financial acumen to project and plan the budget for shows. The role requires overall cost control and management of expenditure while creating added value through the creative use of resources available to them.

The role of an Executive Producer is similar to that of a CEO or MD of a company in that the person has a key ambassadorial role in dealing with external stakeholders including promoting the show upon completion, attending events/functions to promote the show, dealing with the media etc.. Internally, the role is a key leadership role in building high performance teams, promoting diversity and inclusion, leading the development of talent, motivating and engaging people.

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## Key Tasks:

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- 1.** Conceive and execute complex projects that have strong commercial appeal.
- 2.** Financial acumen to plan, manage and deliver complex financial projects with expenditure in excess of €500k.
- 3.** Develop a clear vision and strategy for the show.
- 4.** Lead creativity and innovation in delivering existing commissioned shows and in developing new ideas for future shows.
- 5.** Develop opportunities for new shows through effective business development.
- 6.** Manage and maintain key external professional and business relationships.
- 7.** Lead, manage and develop senior team members and support the wider development of all members of the team.
- 8.** Build high performance teams through collaboration and coordinating the efforts of all team members.

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## Task Statements

### Task Statement 1:

**Conceive and execute complex projects that have strong commercial appeal.**

#### Associated activities

- ✓ Develop clear project plans for all phases of production.
- ✓ Work on several topics at one time, prioritizing, delivering consistently to deadlines, and reacting positively to changes and conflicting priorities.
- ✓ Ensure teams work to deadlines and have the necessary direction and resources to complete their tasks.
- ✓ Show strong editorial judgment and decision making in a fast-moving environment.
- ✓ Able to understand and utilize analytics and audience consumption data to assist in the development of forward-thinking content to engage with diverse audience needs.
- ✓ Ensure compliance with the show's editorial guidelines, legal, contractual agreements, and regulations as they apply to programme making, broadcasting and digital media.

### Task Statement 2:

**Financial acumen to plan, manage and deliver complex financial projects with expenditure in excess of €500k.**

#### Associated activities

- ✓ Oversee financial planning and detailed expenditure budgets for productions.
- ✓ Manage the creative content to deliver on the overall budget.
- ✓ Ensure all programmes/content are delivered on time and within budget.
- ✓ Maximize value across all expenditure.
- ✓ Accountable for accurate financial reporting and decision making on costs and expenditure issues.

### Task Statement 3:

**Develop a clear vision and strategy for the show.**

#### Associated activities

- ✓ Develop a strategy and set of strategic objectives for the show, anticipating audience needs and maintaining relevance on all existing and future platforms.
- ✓ Develop a clear vision together with a set of values, standards, and guiding principles for the show.
- ✓ Draw up a business plan and ensure that programmes deliver on time and budget in line with the plan by setting and agreeing realistic budgets and monitoring progress.
- ✓ Build a strategy for on and off-air talent acquisition and development.

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## Task Statements

### Task Statement 3:

**Develop a clear vision and strategy for the show.**

Associated activities

- ✓ Communicate the vision, strategy, and values for the show to all team members so they have a clear understanding of how their roles contribute to the delivery of the strategy objectives.
- ✓ Provide ongoing direction, editorial insights, and quality control support to commissioned projects to ensure the overall strategic direction is maintained and delivered.
- ✓ Create a clear editorial vision for the lifecycle of content across all multimedia platforms.

### Task Statement 4:

**Lead creativity and innovation in delivering existing commissioned shows and in developing new ideas for future shows.**

Associated activities

- ✓ Drive the development of content that engages audiences in new and interesting ways through the treatment of storylines, innovative techniques, and challenging perspectives.
- ✓ Develop innovative content by being open to new ideas and motivating colleagues to take creative risks, within the strategic parameters and values of the show.
- ✓ Understand the multiplatform delivery of content to diverse audiences and creatively maximize the impact of the show across all media platforms.
- ✓ Build creative collaboration within the team and with other departments.
- ✓ Develop content, ideas, and proposals for new projects by building on existing material or creating new concepts.
- ✓ Promote diversity and inclusion within writing and development teams to debate, challenge, and develop creative content to meet the needs of diverse audiences.

### Task Statement 5:

**Develop opportunities for new shows through effective business development**

Associated activities

- ✓ Understand the principles of selling and business development.
- ✓ Develop creative and compelling pitch presentations for proposals for new shows.
- ✓ Conduct business development meetings/make pitch presentations to investors, commissioners, and potential co-production partners to win new business.
- ✓ Negotiate with investors, commissioners, and potential co-production partners in agreeing terms and treatment/adoption of proposals.

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## Task Statements

### Task Statement 6:

**Manage and maintain key external professional and business relationships.**

Associated activities

- ✓ Maintain a thorough knowledge of industry trends, innovations and create effective networks with industry professional bodies e.g., Guilds, Screen Ireland etc..
- ✓ Develop and maintain a network of effective working relationships with external partners including commissioning agents, co-production partners, investors and other partners who support production.
- ✓ Develop and maintain a network of effective working relationships with other professionals who may have an influence on productions e.g., media, journalists, critics, government agencies etc..

### Task Statement 7:

**Lead, manage and develop senior team members and support the wider development of all members of the team.**

Associated activities

- ✓ Select and develop top talent for key senior roles including Lead Writers, Story Editors, Storyliners, Senior Script Editors and Script Editors.
- ✓ Set clear goals, objectives and KPIs (Key Performance Indicators) for the roles outlined above.
- ✓ Provide ongoing feedback and performance management to the people in the roles outlined above.
- ✓ Conduct formal annual performance review and appraisals with people in the roles outlined above.
- ✓ Support people in the roles outlined above in their development through training, mentoring, and coaching.
- ✓ Be responsible for contract terms and conditions and offer/renewal of contracts for people in the roles outlined above.
- ✓ Support the appointment and development of talent below the levels outlined above to build a diverse and inclusive workforce.

### Task Statement 8:

**Build high performance teams through collaboration and coordinating the efforts of all team members.**

Associated activities

- ✓ Build and implement a series of inclusive meetings to develop concepts and ideas in delivering on commissions and shows.
- ✓ Schedule and lead regular review meetings to manage and develop story and character arcs and deal with challenges and issues that arise in the developing and treatment of scripts.
- ✓ Ensure all members of the team are fully informed of what is required and how they collaborate to achieve overall results across different parts of the production process.
- ✓ Resolve differences of professional opinion or conflict between team members.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience

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# TV Scriptwriting – US

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**In a Screencraft blog, Ken Miyamoto (Miyamoto, 2021) provided a useful taxonomy of roles in scriptwriting within the TV business industry in the US. He noted the following key roles that people progress through in the industry.**

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## Writers' Assistant

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Writers' Assistants are note takers for working sessions of the Staff Writers and Story Editors and organise and keep track of ideas/concepts. They may be asked to proofread the scripts as they merge the notes and staff writing pages into a cohesive formatted script. Assistants may also be asked to handle any necessary research that is needed before, during, or after the writers' room meetings.

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## Staff Writer

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Staff Writer are there to develop and break story. They work with and under the direction of other more senior or experienced Staff Writers. In this way they may be able to provide an input to the key story or character elements that are part of the final script, but if they are not an assigned writer, they may not always get credit for their participation. However, it represents an opportunity to begin learning the craft of scriptwriting and, where their suggestions add value, it can be a basis for further progression in the industry.

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## Story Editor

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Editors Story or script editors are experienced writers who are given additional leadership responsibility. They benefit from Writers Guild of America (WGA) terms and conditions of pay and being credited. In a leadership capacity they help the writer(s) to successfully tell their story in a way that connects with their intended audience. This includes helping the writer to map out the story and providing feedback/review of their work. They supervise and manage the narrative goals, logic and continuity and have a strong understanding of all stages of development and audiences.

## Co-Producer

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Co-Producers report to the producers and take on additional duties and decision-making and support the Producers in activities such as casting, direction of the show etc..

## Producer

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Producers are very experienced writers and take on additional responsibilities beyond writing scripts in casting, production, and the creative direction of the show.

## Supervising Producer

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Supervising Producers are upper-level writers that handle extensive responsibilities, usually working with the writing staff directly in story development, breaking story, and actual writing of the episodes. They are in charge of the room when the Showrunner and EPs aren't available.

## Showrunner/Executive Producer

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Showrunners/Executive Producers have creative and management responsibility for all elements of television series' production including managing stakeholders, budget, creative direction, talent management etc..

*Adapted from Miyamoto, K. (2021). Blog: What Exactly is a 'Showrunner' and How Can You Become One? Screencraft Blog.*

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# Writers' Assistants

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## Occupational Profile:

Writers' Assistants are note takers for working sessions of the Staff Writers and Story Editors. They organise and keep track of ideas/concepts. They may be asked to proofread the scripts as they merge the notes and staff writing pages into a cohesive formatted script. Assistants may also be asked to handle any necessary research that is needed before, during, or after the writers' room meetings. This role is generally an entry level role into the world of scriptwriting. They have a high level of proficiency in the language in which the script is being written and understand the basic technical issues associated with constructing stories, characters and dialogue from their vocational training or experience. In working as an Assistant Writer, the person fulfils a range of supporting activities that include researching topics to assist scriptwriters and undertaking initial reviews of research issues on behalf of more senior editors. They research topics on behalf of the story team, sourcing experts in a wide range of professions to provide authenticity and accuracy to storylines. Their briefs will be passed on to the episodic script writers before they write their episodes. They undertake further research if a writer has additional queries.

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## Key Tasks:

1. Assist Story Editor in the preparation of story meetings.
2. Conducts initial review of scripts, when necessary, support scriptwriting of editorial team.
3. Develop and understanding of legal and ethical standards when reviewing scripts.
4. Develop an understanding of the editorial tone of the show and how this applies to research.
5. Conduct broad online research into script topics for the editors or script writers.
6. Conduct technical research into script topics for the editors or script writers.
7. Provide administrative support to the Story Editor or writing teams.

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## Task Statements

### Task Statement 1:

**Assist Story Editor in the preparation of story meetings.**

Associated activities

- ✓ Update briefing documents, prepares character profiles, etc.. under the direction of the story editor.
- ✓ Attends meetings and takes accurate notes.
- ✓ Begins preliminary research based on story ideas raised in the meetings.
- ✓ Checks story ideas against series production parameters.
- ✓ Helps Story editor prepare the “story grid” for the block.

### Task Statement 2:

**Conducts initial review of scripts to,when necessary,support scriptwriting of editorial team.**

Associated activities

- ✓ Evaluates the overall format and structure of the script.
- ✓ Identifies areas that may need to be adjusted or changed.
- ✓ Pays attention to research issues and how these are treated in the script and notes any adjustments that may be required based on their research.

### Task Statement 3:

**Develop and understanding of legal and ethical standards when reviewing scripts.**

Associated activities

- ✓ Develop and understanding of laws of defamation and libel and how these apply to script development.
- ✓ Develop and understanding of the codes governing swearing, violence, and sexuality that the show follows and the impact these have on script development.

### Task Statement 4:

**Develop an understanding of the editorial tone of the show and how this applies to research**

Associated activities

- ✓ Learn about the editorial tone of the show and how this applies to research topics.
- ✓ Develop an understanding of how to conduct research into sensitive or challenging ethical or moral issues e.g., suicide.

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## Task Statements

### Task Statement 5:

**Conduct online research into script topics for the editors or script writers.**

#### Associated activities

- ✓ Conduct online research into a range of topics as required by the editor/script team.
- ✓ Summarise and report key findings from research for the writing team by way of notes/short reports.
- ✓ When required, present key findings at team meetings.

### Task Statement 6:

**Conduct technical research into script topics for the editors or script writers.**

#### Associated activities

- ✓ Talk to external 3<sup>rd</sup> party experts on key technical topics to gain a deeper insight into issues e.g., where a show is deal with a medical issue the person needs to be able to talk to a medical expert to ensure the correct terms, descriptions etc., are being used in the show.
- ✓ Able to summarise complex technical issues succinctly for the writing team.
- ✓ Conduct more detailed library or literature review or material research when this is required to support technical analysis of issues.

### Task Statement 7:

**Provide administrative support to the Story Editor or writing teams**

#### Associated activities

- ✓ Ensure appropriate records are maintained on research activities.
- ✓ Where necessary organise meetings with external third parties/advisers and the writers on research topics.
- ✓ Support the writing team in keeping notes from meetings and following through on actions.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience

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# Staff Writer

## Occupational Profile:

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A Staff Writer typically produces scripts for characters or story blocks as part of the overall series or show. Junior Staff Writers work with, and under the direction of, other more senior or experienced Staff Writers. In this way they have the opportunity to begin learning the craft of scriptwriting. At a more senior level, the Staff Writer's role is defined by whether they are the creator of the intellectual property on which the show/TV series is to be based or not. In this context they are likely to be the Lead Writer, Storyliner or potentially even the Showrunner/ Executive Producer for the show and these roles are described later. Where this is the case, they will have written a story bible and will write some or all of the projected series. In the latter case, the writer is commissioned by the production company to write one or more episodes for a pre-existing property. In the US staff writers are expected to participate in a "writers' room" to help shape the story structure or be handed a detailed story document which contains the "beats" of the story that they have been hired to write. Their primary point of contact on a show will be with the story editor who will work closely with them to ensure the script is delivered on time and is consistent with the story document and the productions' parameters. In the US staff writers may have more input to the development of the story than Script Writers in the Ireland & UK model. Where their suggestions add value, it can be a basis for further progression in the industry and they may be able to provide an input to the key story or character elements that are part of the final script. A key difference in the US model is an assigned writer is given credit for their work. A more junior Staff Writer, who is not the assigned writer may not always get credit for their participation.

Typically, writers come from theatre, radio or have received some vocational training in college in screenwriting. They have a high level of proficiency in the language in which the script is being written and understand the technical issues associated with constructing stories, characters and dialogue from their vocational training or experience.

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## Key Tasks:

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- 1.** Delivers scripts on time and to a consistently high standard.
- 2.** Understands and applies story structure, elements, and techniques in writing scripts.
- 3.** Understands and applies characterization techniques in writing scripts.
- 4.** Crafts and creates realistic interplay between characters in scripts by understanding and applying writing techniques of dialogue.
- 5.** Has an overall understanding of the production parameters of the show or series and the practical impact these have on script writing.
- 6.** Develops and overall understanding of the vision or objectives for the show and how their scripts fit into the process.
- 7.** Knows and applies legal and ethical standards when developing scripts.
- 8.** Has the business acumen necessary to operate as a self-employed person and develop opportunities for script writing

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## Task Statements

### Task Statement 1:

**Delivers scripts on time and to a consistently high standard.**

#### Associated activities

- ✓ Attends meetings as an active participant.
- ✓ Takes accurate notes at meetings.
- ✓ Breaks down assigned episodes and devises creative solutions.
- ✓ Understands the sign-off process and reporting structure of both production and the production company.
- ✓ Understands the deadlines for each phase of the writing contract.
- ✓ Deals effectively with critical notes on their work in a resilient manner.
- ✓ Recognizes the need for support when needed and seeks this from other writers/editors.
- ✓ When necessary, responds effectively and imaginatively to a changing brief.

### Task Statement 2:

**Understands and applies story structure, elements, and techniques in writing scripts.**

#### Associated activities

- ✓ Understands the role of conflict in advancing narrative.
- ✓ Understands techniques that maintain viewer interest such as twists, reveals and cliffs.
- ✓ Knows how the story advances within and between episodes, over a story week, across a block and beyond in a logical and plausible fashion.
- ✓ Awareness that reliance on contrivances such as coincidence and deus ex-machina is best avoided?
- ✓ Understands stories must escalate in intensity, requiring the protagonist to risk more and more to achieve their goal.
- ✓ Understands the role of sub-plots to mirror or counterpoint the main plot.

### Task Statement 3:

**Understands and applies characterization techniques in writing scripts.**

#### Associated activities

- ✓ Understands that rich characters are built on the protagonist having opposing needs and wants.
- ✓ Awareness that plot exists to force the characters to make difficult choices that will cause them to change.
- ✓ Awareness that characters will always take the minimum conservative step, that their personal growth is incremental.
- ✓ Understands that in continuing drama, characters may gain insight but never really change.
- ✓ Awareness of the story functions of the antagonist, protagonist, love interest, reflection, mentor character and simple villain.
- ✓ Understands the importance of a clear achievable objective for the protagonist.
- ✓ Understands the true character is revealed by what people do, not what they say.

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## Task Statements

### Task Statement 4:

**Crafts and creates realistic interplay between characters in scripts by understanding and applying writing techniques of dialogue.**

#### Associated activities

- ✓ Awareness of the difference between conversation and dialogue.
- ✓ Awareness of rhythms of speech and dialect.
- ✓ Ability to bury exposition skilfully in dialogue.
- ✓ Understands the musicality of language, cadence, and tempo.
- ✓ Understands what “on the nose” dialogue is and how to avoid it.

### Task Statement 5:

**Has an overall understanding of the production parameters of the show or series and the practical impact these have on script writing.**

#### Associated activities

- ✓ Understands how each show fits in the production schedule and the impact this has on script writing schedules.
- ✓ Awareness of, and delivers to, deadlines for draft and final script production.
- ✓ Considers the practical impact of sets, backlots, and locations available to the show on script writing.
- ✓ Considers the impact of the availability or limitations of key cast in creating scripts.
- ✓ Has the ability to deliver scripts to tight deadlines and to brief.
- ✓ Understands the practical issues associated with “shoot ability” in creating scripts.

### Task Statement 6:

**Develops and overall understanding of the vision or objectives for the show and how their scripts fit into the process.**

#### Associated activities

- ✓ Knows the editorial tone of the show and applies this in writing scripts.
- ✓ Is aware of the current or world view issues that are being addressed by the show and reviews or researches these issues in developing scripts.
- ✓ Understands and considers the backstory of characters when developing scripts involving the characters.
- ✓ Know the story arc in the relevant block of episodes and consider and apply these in writing scripts.

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## Task Statements

### Task Statement 7:

**Knows and applies legal and ethical standards when developing scripts.**

Associated activities

- ✓ Understands laws of defamation and libel and how these apply to script development.
- ✓ Knowledge of the code governing swearing, violence, and sexuality that the show follows and the impact these have on script development.
- ✓ Consider, research, and seek advice when writing on sensitive or challenging ethical or moral issues e.g., suicide.
- ✓ Ensure diversity and inclusion issues are fully considered and developed appropriately in writing scripts.

### Task Statement 8:

**Has the business acumen necessary to operate as a self-employed person and develop opportunities for script writing.**

Associated activities

- ✓ Manages and records income and expenses in line with accounting principles for a self-employed/small businessperson.
- ✓ Completes appropriate annual tax or other financial returns that are required by the state/government.
- ✓ Develops a network of business connections within the industry and looks for opportunities to work with them in writing scripts.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience

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# Story Editor

(Also known as Script Editor)

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## Occupational Profile:

The Story Editor or Script Editor is an experienced writer who is given additional leadership responsibility. A key difference between the Ireland & UK model and the US model is that they benefit from Writers Guild of America (WGA) terms and conditions of pay and being credited. In a leadership capacity they help the writer(s) to successfully tell their story in a way that connects with their intended audience. This includes helping the writer to map out the story and providing feedback/review of their work. They supervise and manage the narrative goals, logic and continuity and have a strong understanding of all stages of development and audiences. In this role the person works to the Producer/Co-Producer, the Supervising Producer and ultimately the Showrunner/Executive Producer. The Story Editor writes the story documents forming the story arcs across episodes, following planning meetings where the broad brushstrokes of the story are decided by the Showrunner/Executive Producer. Story Editors liaise with schedulers over character and set availability when writing the storylines to ensure the scripts are aligned to the time, budget, and scheduling parameters for the series. The Story Editor breaks down the show into 'blocks' e.g., typically 11 episodes by 2 blocks over a season for a sitcom or drama series. The Story Editor needs to be able to keep track of how the stories are unfolding and how characters are developing in line with the production schedules. The Story Editor does this through leading regular story conferences and helping the team break these down into monthly and weekly schedules for script writing. They oversee the production of story documents which detail the required scripts. In addition, Story Editors need to be agile to adjust to the development of the story based on real life events e.g., an actor becomes ill and has to be replaced or as writers develop scripts new ideas can emerge through the scriptwriting process that lead to an improvement in the overall storyline.

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## Key Tasks:

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- 1.** Deliver a clear vision and structure for the overall story to the editorial and script writing teams.
- 2.** Ensures that the editorial vision of the show set out by the Showrunner/Executive Producer is maintained within scripts, in conjunction with the storylines.
- 3.** Take overall responsibility for story continuity and consistency.
- 4.** Line manage and develop the editorial team members and writer's assistants.
- 5.** Produce and manage the long-term script delivery schedule.
- 6.** Ensure the storylines are realised to their full potential from commissioning to shooting script.
- 7.** Work within the overall budget of the series.
- 8.** Foster and develop a team or panel of talented Scriptwriters.

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## Task Statements

### Task Statement 1:

**Develop a clear vision and structure for the overall story and communicate this to the editorial and scriptwriting teams.**

#### Associated activities

- ✓ Work with the Showrunner/Executive Producer to understand their strategic objectives for the show.
- ✓ Support the Supervising Producer, Producer and Co-Producer in implementing the editorial vision of the programme.
- ✓ Communicate the vision and strategy for the show so that all editorial and script writing team members have a clear understanding of how their roles contribute to the delivery of the strategy objectives.
- ✓ Provide ongoing direction, editorial insights, and quality control support to commissioned projects to ensure the overall strategic direction is maintained.

### Task Statement 2:

**Ensures that the editorial vision of the show set out by the Showrunner/Executive Producer is maintained within scripts, in conjunction with the storylines.**

#### Associated activities

- ✓ Ensure that the Series Producer's and Executive Producer's notes are addressed to the necessary standard at the various stages of script development.
- ✓ Work with the Executive Producer/the Story Producer/the Series Producer on the evolution of stories that may need a new direction or treatment based on 'real world' challenges e.g., an actor playing a key character is unavailable due to a serious accident.
- ✓ Work with the Executive Producer/the Story Producer/the Series Producer on the evolution of stories that emerge based on creative suggestions from writers/editors in the scripting process.

### Task Statement 3:

**Take overall responsibility for story continuity and consistency.**

#### Associated activities

- ✓ Identify any quality or continuity concerns and, in consultation with Series Producer, take necessary measures to remedy these through the editorial team in guiding scriptwriters.
- ✓ Ensure that on-screen content reflects the diversity of society and that ethnic and other diversity groups are portrayed appropriately through the story arcs.
- ✓ Guide the story in work sensitively on the treatment of social and moral issues that may arise in the series e.g., suicide, in line with the overall values/norms of society.
- ✓ Apply current legal issues with regard to libel, slander, blasphemy, profanity etc.. as these pertain to the series or screening times in guiding the overall story.
- ✓ Be responsible for the editorial quality of all scripts in development including reading treatments and selected drafts of every episode and managing overall continuity.

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## Task Statements

### Task Statement 4:

**Line manage and develop the editorial team members and writer's assistants.**

#### Associated activities

- ✓ Set clear goals, objectives and KPIs (Key Performance Indicators) for script editors.
- ✓ Provide ongoing feedback and performance management to script editors in line with their goals, objectives and KPIs.
- ✓ Conduct formal annual performance review and appraisals with script editors.
- ✓ Support script editors in their development through training, mentoring, and coaching.

### Task Statement 5:

**Produce and manage the long-term script delivery schedule.**

#### Associated activities

- ✓ Develop and design the long-term storyline delivery schedule.
- ✓ Set and enforce deadlines for the script schedule between commissioning meeting and script sign off.
- ✓ Meet the Editorial team regularly to deal with concerns and ensure the smooth running of the script development.
- ✓ Ensuring timely and accurate processing and distribution of all storylines through all drafts to signed off master document.
- ✓ Work with the storylining team to ensure the smooth running of the story formation process, to focus on deadlines and optimise the resources of the team.
- ✓ Compile a weekly diary of editorial meetings to record decisions and action plans.
- ✓ Give regular feedback to the Showrunner/Executive Producer/Supervising Producer about any problems that have arisen in the storylining process and recommend what action should be taken to remedy them.

### Task Statement 6:

**Ensure the storylines are realised to their full potential from commissioning to shooting script.**

#### Associated activities

- ✓ Be responsible for providing clear story documents for the story arcs in the show so that writers or script editors have sufficient information to enable the script brief to be met in respect of editorial compliance, style, content, form, and any other special considerations.
- ✓ To advise on all story related matters associated with the production and to assist Script Editors and Producers with solving problems on the overall storylines.
- ✓ Advise on structure of the story, story arcs and how these are to be broken down into 'blocks' and 'beats' over the course of the show.

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## Task Statements

### Task Statement 7:

**Work within the overall budget of the series.**

#### Associated activities

- ✓ Work with senior colleagues to manage the script schedule delivery within budget.
- ✓ Monitor the storylines to ensure they stay within the parameters of the production budget e.g., how many days off site are available versus in-studio filming.
- ✓ Oversee records of script delivery so that payments can be made through the finance department to Scriptwriters.
- ✓ Oversee expenses/payments that are made, for example, research or a series adviser on a technical issue, to ensure the finance department has accurate information for accounting and payment purposes.

### Task Statement 8:

**Foster and develop a team or panel of talented Scriptwriters.**

#### Associated activities

- ✓ Be a point of contact for all writers and writers' agents with regard to the writing slate and submitting writers for consideration.
- ✓ Support and challenge established writers to develop their craft.
- ✓ Find and nurture new talent and maintain an up to date awareness of emerging talent.
- ✓ Work with the Script Editors to manage performance issues that arise with individual Scriptwriters to improve their skills.
- ✓ Replace Scriptwriters when this is necessary and ensure adequate feedback is given to the writer and agents (where the writer has one) as to why the writer is being replaced.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience

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# Co-Producer

## Occupational Profile:

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Co-Producers are experienced writers and take on responsibilities as delegated to them by the Producer. As they need to deputise for the Producer, they are required to be able to cover all elements of the Producer's role. In this context, the technical requirements of each role are essentially the same. The Co-producer supports the Producer in writing scripts in casting, production, and the creative direction of the show. They also support the Producer in developing the overall story arcs and storylines of the show. The Co-Producer will often lead story conferences to develop themes and works closely with the Script Writers and Editors in developing scripts. As an experienced script writer, the Co-Producer has a role in training and developing scriptwriters and helping them to develop their craft through feedback, coaching and mentoring. They are responsible for supporting the development of final scripts and where necessary can edit or re-write scripts to ensure scripts are delivered to a high standard. Within the US model, the Co-Producer has a presence on set to ensure the scripts developed by the scriptwriting team are delivered and interpreted correctly in the production process. In this role they liaise with the director and production executives on the delivery of the overall show or series. The Co-Producer may be asked by the producer to cast day-players or extras to support production for specific scenes.

## Key Tasks:

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1. Support story and script development within tight deadlines.
2. With the Producer, ensure the show storylines are realised to their full potential in the production process.
3. Provide direction and guidance on legal and ethical standards to Scriptwriters when developing scripts.
4. Review and uphold the show's continuity and consistent treatment of issues or characters.
5. Train, mentor, and coach scriptwriters to develop their craft and talent for the future success of the show.
6. Support the production and management of the script delivery schedule.
7. Manage and develop the scriptwriting team.
8. With the Producer, ensure Scriptwriters understand practical production parameters in developing scripts.

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## Task Statements

### Task Statement 1:

**Support story and script development within tight deadlines.**

#### Associated activities

- ✓ Collaborate with the Producer to develop how the overall story arcs, plots and characters are going to be treated as part of the show.
- ✓ Support the Producer in story conferences with editors and writers to develop story and character arcs for episodes.
- ✓ Support the script department in resolving story issues that may arise during writing or in line with overall show continuity.
- ✓ Promote ideas/suggestions from Scriptwriters to the Producer for consideration.

### Task Statement 2:

**With the Producer, ensure the show storylines are realised to their full potential in the production process.**

#### Associated activities

- ✓ Ensure editors and writers have sufficient information to enable the script brief to be met in respect of editorial compliance, style, content, form, and any other special considerations.
- ✓ Assist Scriptwriters, Editors and Producers with solving problems on individual scripts and in production.
- ✓ Where there is a strong disagreement among stakeholders on the treatment of a script, make recommendations on how to proceed with the script.
- ✓ Work on set to ensure stories are interpreted correctly and delivered in the production process.
- ✓ Casting day-players or extras for specific scenes when asked to do so by the Producer.

### Task Statement 3:

**Provide direction and guidance on legal and ethical standards to Scriptwriters when developing scripts.**

#### Associated activities

- ✓ Ensure compliance with the show's editorial guidelines, legal standards, and regulations as they apply to scripting.
- ✓ Understand laws of defamation and libel and how these apply to script development.
- ✓ Knowledge of the code governing swearing, violence, and sexuality that the show follows and the impact these have on script development.
- ✓ Advise Scriptwriters on how to handle sensitive or challenging ethical or moral issues e.g., suicide.
- ✓ Advise Scriptwriters/Assistants on research necessary to support fact-based script content.
- ✓ Ensure diversity and inclusion issues are fully considered and developed appropriately in writing scripts.

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## Task Statements

### Task Statement 4:

**Review and uphold the show's continuity and consistent treatment of issues or characters.**

#### Associated activities

- ✓ Identify any quality or continuity concerns and take necessary measures to remedy these with scriptwriters and editors.
- ✓ Understands overall story arcs across a number of series of the show to ensure alignment of content.
- ✓ As script ideas evolve, is sufficiently agile to review and adapt elements of the storyline to ensure consistency is maintained.
- ✓ Working with the Producer, has a clear understanding of the values and objectives of the show and applies these to the consistent treatment of scripts.

### Task Statement 5:

**Train, mentor, and coach scriptwriters to develop their craft and talent for the future success of the show.**

#### Associated activities

- ✓ Resolve differences in professional opinions on treatments of scripts.
- ✓ Help writers understand the practical constraints and budgetary implications in preparing scripts for the show.
- ✓ Encourage creativity and new ideas from writers in developing scripts.
- ✓ Give constructive feedback to writers to help them improve their writing skills in delivering scripts.
- ✓ When necessary, re-write scripts and mentor more junior writers on the need for the re-write so they can build their skills.

### Task Statement 6:

**Support the production and management of the script delivery schedule.**

#### Associated activities

- ✓ Support the development and design of the storyline delivery schedule.
- ✓ Ensure Scriptwriters work within the timelines of the schedule.
- ✓ Work with the Editorial team regularly to deal with concerns and ensure the smooth running of the script development.
- ✓ Ensuring timely and accurate processing and distribution of all storylines through all drafts to signed off master document.
- ✓ Work with the writing team to ensure the smooth running of the story formation process, to focus on deadlines and optimise the resources of the team.
- ✓ Follow up on actions from editorial meetings with regard to decisions and action plans.
- ✓ Give regular feedback to the Producer about any problems that have arisen in the scripting process and what action has been taken to remedy them.

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## Task Statements

### Task Statement 7:

**Manage and develop the scriptwriting team.**

#### Associated activities

- ✓ Ensure there are clear goals, objectives and KPIs (Key Performance Indicators) for Scriptwriters.
- ✓ Provide ongoing feedback and performance management to Scriptwriters in line with their goals, objectives and KPIs.
- ✓ Conduct formal annual performance review and appraisals with Scriptwriters when required.
- ✓ Support Scriptwriters in their development through training, mentoring, and coaching.
- ✓ Encourage participation and ideas from Scriptwriters in story conferences and meetings.

### Task Statement 8:

**With the Producer, ensure Scriptwriters understand practical production parameters in developing scripts.**

#### Associated activities

- ✓ Understands how each show fits in the production schedule and the impact this has on script writing schedules.
- ✓ Understand and explain to scriptwriters the practical impact of sets, back lots, and locations available to the show on script development.
- ✓ Help scriptwriters understand the impact of the availability or limitations of key cast in creating scripts.
- ✓ Ensure the delivery of scripts to tight deadlines and that these are delivered in the production process.
- ✓ Lead scriptwriters on the practical issues associated with “shoot ability” in creating scripts.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience



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# Producer

## Occupation Profile:

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Producers are very experienced writers and take on additional responsibilities beyond writing scripts in casting, production, and the creative direction of the show. The Producer is responsible for the overall story arcs and storylines of the show. The person in the role leads story conferences to develop themes and works closely with the Script Writers and Editors in developing scripts. As a highly experienced script writer, the Producer has an important role in training and developing scriptwriters and helping them to develop their craft through feedback, coaching and mentoring. They are responsible for final scripts and where necessary can edit or re-write scripts to ensure scripts are delivered to a high standard. Within the US model, the Producer has a strong presence on set to ensure the scripts developed by the scriptwriting team are delivered and interpreted correctly in the production process. In this role they liaise with the director and production executives on the delivery of the overall show or series. The Producer is likely to have control of the casting of day-players or extras to support production for specific scenes.

## Key Tasks:

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1. Lead story and script development within tight deadlines.
2. Ensure the show storylines are realised to their full potential in the production process.
3. Provide direction and guidance on legal and ethical standards to Scriptwriters when developing scripts.
4. Take overall accountability for the show's continuity and consistent treatment of issues or characters.
5. Train, mentor, and coach scriptwriters to develop their craft and talent for the future success of the show.
6. Produce and manage the script delivery schedule.
7. Line manage and develop the scriptwriting team.
8. Ensure Scriptwriters understand practical production parameters in developing scripts.

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## Task Statements

### Task Statement 1:

**Lead story and script development within tight deadlines.**

Associated activities

- ✓ Collaborate with the Showrunner/Executive Producer/Supervising Producer to develop how the overall story arcs, plots and characters are going to be treated as part of the show.
- ✓ Lead elements of story conferences with editors and writers to develop story and character arcs for episodes.
- ✓ Lead the script department to resolve story issues that may arise during writing or in line with overall show continuity.
- ✓ Take ideas/suggestions from Scriptwriters that can lead to changes in story arcs or character development

### Task Statement 2:

**Ensure the show storylines are realised to their full potential in the production process.**

Associated activities

- ✓ Provide editors and writers with sufficient information to enable the script brief to be met in respect of editorial compliance, style, content, form, and any other special considerations.
- ✓ Assist Scriptwriters, Editors and Producers with solving problems on individual scripts and in production.
- ✓ Where there is a strong disagreement among stakeholders on the treatment of a script, make decisions on how to proceed with the script.
- ✓ Work on set to ensure stories are interpreted correctly and delivered in the production process.
- ✓ Casting day-players or extras for specific scenes.

### Task Statement 3:

**Provide direction and guidance on legal and ethical standards to Scriptwriters when developing scripts.**

Associated activities

- ✓ Ensure compliance with the show's editorial guidelines, legal standards, and regulations as they apply to scripting.
- ✓ Understand laws of defamation and libel and how these apply to script development.
- ✓ Knowledge of the code governing swearing, violence, and sexuality that the show follows and the impact these have on script development.
- ✓ Advise Scriptwriters on how to handle sensitive or challenging ethical or moral issues e.g., suicide.
- ✓ Advise Scriptwriters/Assistants on research necessary to support fact-based script content.
- ✓ Ensure diversity and inclusion issues are fully considered and developed appropriately in writing scripts.

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## Task Statements

### Task Statement 4:

**Take overall accountability for the show's continuity and consistent treatment of issues or characters.**

#### Associated activities

- ✓ Identify any quality or continuity concerns and take necessary measures to remedy these with scriptwriters and editors.
- ✓ Understands overall story arcs across a number of series of the show to ensure alignment of content.
- ✓ As script ideas evolve, is sufficiently agile to review and adapt elements of the storyline to ensure consistency is maintained.
- ✓ Working with the Supervising Producer, has a clear understanding of the values and objectives of the show and applies these to the consistent treatment of scripts.

### Task Statement 5:

**Train, mentor, and coach scriptwriters to develop their craft and talent for the future success of the show.**

#### Associated activities

- ✓ Resolve differences in professional opinions on treatments of scripts.
- ✓ Help writers understand the practical constraints and budgetary implications in preparing scripts for the show.
- ✓ Encourage creativity and new ideas from writers in developing scripts.
- ✓ Give constructive feedback to writers to help them improve their writing skills in delivering scripts.
- ✓ When necessary, re-write scripts and mentor more junior writers on the need for the re-write so they can build their skills.

### Task Statement 6:

**Support the production and management of the script delivery schedule.**

#### Associated activities

- ✓ Develop and design the storyline delivery schedule.
- ✓ Set and enforce deadlines for the script schedule between commissioning meeting and script sign off.
- ✓ Meet the Editorial team regularly to deal with concerns and ensure the smooth running of the script development.
- ✓ Ensuring timely and accurate processing and distribution of all storylines through all drafts to signed off master document.
- ✓ Work with the writing team to ensure the smooth running of the story formation process, to focus on deadlines and optimise the resources of the team.
- ✓ Compile a weekly diary of editorial meetings to record decisions and action plans.
- ✓ Give regular feedback to the Showrunner/Executive Producer/Supervising Producer about any problems that have arisen in the storylining process and what action has been taken to remedy them.

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## Task Statements

### Task Statement 7:

**Line manage and develop the scriptwriting team.**

Associated activities

- ✓ Set clear goals, objectives and KPIs (Key Performance Indicators) for Scriptwriters.
- ✓ Provide ongoing feedback and performance management to Scriptwriters in line with their goals, objectives and KPIs.
- ✓ Conduct formal annual performance review and appraisals with Scriptwriters.
- ✓ Support Scriptwriters in their development through training, mentoring, and coaching.
- ✓ Encourage participation and ideas from Scriptwriters in story conferences and meetings.

### Task Statement 8:

**Ensure Scriptwriters understand practical production parameters in developing scripts.**

Associated activities

- ✓ Understands how each show fits in the production schedule and the impact this has on script writing schedules.
- ✓ Understand and explain to scriptwriters the practical impact of sets, backlots, and locations available to the show on script development.
- ✓ Help scriptwriters understand the impact of the availability or limitations of key cast in creating scripts.
- ✓ Ensure the delivery of scripts to tight deadlines and that these are delivered in the production process.
- ✓ Lead scriptwriters on the practical issues associated with “shootability” in creating scripts.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience



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# Supervising Producer

## Occupation Profile:

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Supervising Producers are upper-level writers that handle extensive responsibilities, usually working with the writing staff directly in story development, breaking story, and actual writing of the episodes. They are in charge of the room when the Showrunner and EPs aren't available. This role is responsible for developing and maintaining the story across episodes by providing an overall framework and then overseeing the production of a story document which is given to individual writers and editors. This framework usually details monthly story documents for each month's episodes. On a long running drama or soap, the Supervising Producer runs the entire writing team. In the development phase of a show the Supervising Producer works directly to the Showrunner/Executive Producer to conceive, generate, and develop ideas, treatments, and formats of the highest standards, consistent with the overall script strategy. The Supervising Producer, along with other senior colleagues, encourages, fosters, and develops creative talent and ability in working closely with writers, and when developing and writing stories in a variety of formats. The Supervising Producer attends story conferences, monthly story meetings and commissioning meetings either along side, or deputising for, the Showrunner/Executive Producer. The person also has a key role in maintaining good relations and communications with the script department and resolving story issues which arise post commissioning. The Supervising Producer works with Producers/Co-Producers on issues associated with the script schedule and the production schedule to ensure the overall delivery of the show. The role also has an important link to the publicity and marketing departments in briefing them on up-coming storylines and characters for use in show reels, trailers, or other materials to publicise the show or upcoming episodes.

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## Key Tasks:

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- 1.** Ensure the finalized scripts are correctly interpreted and adapted in shooting and production of the show.
- 2.** Provide clear guidance and direction on scripts required to deliver high-quality productions.
- 3.** Drive development and the script delivery schedule to tight deadlines.
- 4.** Manage and maintain key internal professional relationships.
- 5.** Ensure the serial storylines are realised to their full potential from commissioning to shooting script.
- 6.** Take overall accountability for serial continuity and consistent treatment of issues or characters.
- 7.** Support the development and management of the overall budget for the show or series.
- 8.** Lead and develop high-performing teams.

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## Task Statements

### Task Statement 1:

**Ensure the finalized scripts are correctly interpreted and adapted in shooting and production of the show.**

#### Associated activities

- ✓ Apply a wide-ranging knowledge of television production processes, within or across genres, to optimize script development and treatments for production.
- ✓ Coordinate the jobs of programme and resource personnel to complete the production.
- ✓ Lead script development to adhere to tight deadlines and to match the practical constraints of production schedules and resources.
- ✓ Generate creative ideas, treatments, and formats for all aspects of the production.
- ✓ Aware of pressures of production and understands the necessity of adapting filming requirements during the difficult production process.

### Task Statement 2:

**Provide clear guidance and direction on scripts required to deliver high-quality productions.**

#### Associated activities

- ✓ Work with the Showrunner/Executive Producer to understand the overall vision and direction for the show or series.
- ✓ Transform ideas or concepts into practical applications that balance creative content with production parameters and budgets.
- ✓ Provide ongoing direction, editorial insights, and quality control support to commissioned projects to ensure the overall strategic direction is maintained and delivered.
- ✓ Clearly set out and communicate script requirements to ensure that the writers and editors understand how their creative content meets the overall objectives for the show or series.
- ✓ Work closely with writers, developing and writing stories in a variety of formats to balance their creative input within the practical production parameters of filming.
- ✓ To monitor production values and artistic standards and to balance these aspirations with costs.

### Task Statement 3:

**Drive story development and the script delivery schedule to tight deadlines.**

#### Associated activities

- ✓ Attend commissioning meetings with the Showrunner/Executive Producer to further develop how the story and production treatment of the show or series is developed.
- ✓ Attend story conferences with editors and writers to develop story and character arcs and work out how these link to the overall filming and production schedule.

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## Task Statements

### Task Statement 3:

**Drive story development and the script delivery schedule to tight deadlines.**

#### Associated activities

- ✓ Run monthly story meetings to develop and agree on upcoming script schedules in line with production.
- ✓ Develop detailed monthly story documents and communicate these to the editors and writers so they are clear on the requirements and timelines for scripts.
- ✓ Work with the script department to resolve story issues that may arise post-commissioning.
- ✓ Ensure compliance with the show's editorial guidelines, legal, contractual agreements, and regulations as they apply to programme making, broadcasting and digital media.

### Task Statement 4:

**Manage and maintain key internal professional relationships.**

#### Associated activities

- ✓ Maintain good relations with the Script Department and Production company and provide clear written communications on what is required from them.
- ✓ Help resolve story issues which arise post commissioning with the Script Department/Teams.
- ✓ Oversee production.
- ✓ Brief the Casting Executive on new, regular, and guest characters on a monthly basis.
- ✓ Write character biographies as required for casting or for actor briefing.
- ✓ Work closely with the Producer/Co-Producer to plan writing schedules and production schedules.
- ✓ Provide information to Publicity and Marketing departments or functions with regard to up-coming storylines, plots and characters that can be used to advertise the show or series.

### Task Statement 5:

**Ensure the serial storylines are realised to their full potential from commissioning to shooting script.**

#### Associated activities

- ✓ Provide editors and writers with sufficient information to enable the script brief to be met in respect of editorial compliance, style, content, form, and any other special considerations.
- ✓ To advise on all script related matters associated with the production and to assist writers, editors, and producers with solving problems on individual scripts.
- ✓ Where there is a strong disagreement among stakeholders on the treatment of a script make decisions on how to proceed with the script.

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## Task Statements

### Task Statement 6:

**Take overall accountability for serial continuity and consistent treatment of issues or characters.**

#### Associated activities

- ✓ Identify any quality or continuity concerns and take necessary measures to remedy these through the Producer/Co-Producer.
- ✓ Ensure that on-screen content reflects the diversity of society and that ethnic and other diversity groups are portrayed appropriately.
- ✓ Deal sensitively with the treatment of social and moral issues that may arise in the series e.g., suicide, in line with the overall values/norms of society.
- ✓ Be aware of legal issues with regard to libel, slander, blasphemy, profanity etc.. as these pertain to the series or screening times of the show in developing scripts.

### Task Statement 7:

**Support the development and management of the overall budget for the show or series.**

#### Associated activities

- ✓ Collaborate with the Showrunner/Executive Producer and the Production company to develop the overall budget and expenditure for the show or series and how this is broken down across script and other production elements.
- ✓ Communicate the parameters of the budget to Producer/Co-producer and the impact it has on scripts and writers e.g., how many days off site are available versus in-studio filming.
- ✓ Continually review script production and expenditure to ensure it is within the overall budget for the show or series.
- ✓ Understand and apply the expenditure budgets for productions.
- ✓ Maximize value across all expenditure.

### Task Statement 8:

**Lead and develop high-performing teams.**

#### Associated activities

- ✓ Negotiate and resolve differences in professional opinions, particularly where conflict may exist.
- ✓ Lead and conduct team meetings to ensure people are fully informed of the need for consistency in storylines.
- ✓ Lead and conduct team meetings to encourage creativity and new ideas in development.
- ✓ Work effectively with, and build collaboration across, different teams from commissioning to final production.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience

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# Showrunner/Executive Producer

## Occupation Profile:

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In the US the Showrunner/Executive Producer has creative and management responsibility for all elements of a television series' production or shows including managing stakeholders, budget, creative direction, talent management etc.. They develop the concept and overarching description for the show/series and hold the intellectual property rights for the show. In this role the person triangulates a relationship between the writers in their studio, the production company, and the broadcaster. The Showrunner/Executive producer pitches their show/series ideas to the broadcaster who will fund part of the production if they agree a deal to run the show/series. The remaining part of the funding comes from investment and the Showrunner/Executive Producer needs to be able to negotiate and agree contracts between the three parties to the show. Once a Showrunner/Executive Producer has built a reputation for delivering successful high-quality content they will often have a closer connection with a broadcaster whereby they agree a 'first look' deal with that broadcaster for new content that will be distributed in the US. This leaves the Showrunner/Executive Producer free to negotiate the sale of the show in other territories globally. Very successful Showrunner/Executive Producers have often formed their own companies and focus their writing teams' efforts on developing new show concepts they can pitch to broadcasters.

A Showrunner/Executive Producer is the creator of the underlying intellectual property and is a highly experienced scriptwriter/script editor who has a strong track record of developing and delivering excellent productions. Very often, such an individual will have a public profile based on the popularity of their work. The Showrunner/Executive Producer is responsible for all key decisions including the selection of heads of departments, the writing team, the final approval on story arcs and scripts, casting, and the choice of director. While the Showrunner has no equity in the production company the person works closely with the Production Executives, so they have a large say in the 'final cut' without having the final say.

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The Showrunner/Executive Producer, in developing proposals and projects for new shows, needs to have the necessary business development skills to build a strong network with studios, production companies, commissioners/financial investors, to develop production/co-production opportunities and has the ability to pitch proposals. This includes the ability to negotiate and manage large complex budgets in excess of \$500k and the financial acumen to project and plan the budget for shows. The role requires overall cost control and management of expenditure while creating added value through the creative use of resources available to them. The role of a Showrunner/Executive Producer is similar to that of a CEO or MD of a company in that the person has a key ambassadorial role in dealing with external stakeholders including promoting the show upon completion, attending events/functions to promote the show, dealing with the media etc.. Internally, the role is a key leadership role in building high performance teams, promoting diversity and inclusion, leading the development of talent, motivating and engaging people.

## Key Tasks:

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1. Conceive and develop new ideas for projects and shows that have strong commercial appeal.
2. Negotiate and execute complex commercial projects.
3. Financial acumen to plan, manage and deliver complex financial projects with expenditure in excess of \$500k.
4. Develop a clear vision and strategy for the show.
5. Develop opportunities for new shows through effective business development.
6. Manage and maintain key external professional and business relationships.
7. Lead, manage and develop senior team members and support the wider development of all members of the team.
8. Build high performance teams through collaboration and coordinating the efforts of all team members.

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## Task Statements

### Task Statement 1:

**Conceive and develop new ideas for projects and shows that have strong commercial appeal.**

#### Associated activities

- ✓ Drive the development of content that engages audiences in new and interesting ways through the treatment of shows, storylines, innovative techniques, and challenging perspectives.
- ✓ Develop innovative content by developing new concepts and ideas for shows/series.
- ✓ Lead and motivate writers and editors to take creative risks, within the strategic parameters and values of the show.
- ✓ Understand the multiplatform delivery of content to diverse audiences and creatively maximize the impact of the show across all media platforms and geographies.
- ✓ Build creative collaboration within the team and with the Production Company and Broadcasters.
- ✓ Promote diversity and inclusion within writing and development teams to debate, challenge, and develop creative content to meet the needs of diverse audiences.

### Task Statement 2:

**Negotiate and execute complex commercial projects.**

#### Associated activities

- ✓ Develop clear project plans for all phases of script production.
- ✓ Work on several topics at one time, prioritizing, delivering consistently to deadlines, and reacting positively to changes and conflicting priorities.
- ✓ Ensure teams work to deadlines and have the necessary direction and resources to complete their tasks.
- ✓ Show strong editorial judgment and decision making in a fast-moving environment.
- ✓ Able to understand and utilize analytics and audience consumption data to assist in the development of forward-thinking content to engage with diverse audience needs.
- ✓ Ensure compliance with the show's editorial guidelines, legal, contractual agreements, and regulations as they apply to programme making, broadcasting and digital media.

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## Task Statements

### Task Statement 3:

**Financial acumen to plan, manage and deliver complex financial projects with expenditure in excess of \$500k.**

#### Associated activities

- ✓ Negotiate and agree all elements of the financial plan and detailed expenditure budgets for the show.
- ✓ Manage the creative content to deliver on the overall budget.
- ✓ Work with the production company to ensure all programmes/content are delivered on time and within budget.
- ✓ Maximize value across all expenditure.
- ✓ Accountable for accurate financial reporting and ultimate decision making on all costs and expenditure issues.

### Task Statement 4:

**Develop a clear vision and strategy for the show.**

#### Associated activities

- ✓ Develop a strategy and set of strategic objectives for the show, anticipating audience needs and maintaining relevance on all existing and future platforms.
- ✓ Develop a clear vision together with a set of values, standards, and guiding principles for the show.
- ✓ Draw up a business plan and ensure that scripts are delivered on time and budget in line with the plan by setting and agreeing realistic budgets and monitoring progress.
- ✓ Build a strategy for on and off-air talent acquisition and development.
- ✓ Communicate the vision, strategy, and values for the show to all team members so they have a clear understanding of how their roles contribute to the delivery of the strategic objectives.
- ✓ Provide ongoing direction, editorial insights, and quality control support to commissioned projects to ensure the overall strategic direction is maintained and delivered.
- ✓ Create a clear editorial vision for the lifecycle of content across all multimedia platforms and geographies.

### Task Statement 5:

**Develop opportunities for new shows through effective business development.**

#### Associated activities

- ✓ Understand the principles of selling and business development.
- ✓ Develop creative and compelling pitch presentations for proposals for new shows to broadcasters/streaming organisations.
- ✓ Conduct business development meetings/make pitch presentations to investors, commissioners, and potential co-production partners to win new business.
- ✓ Negotiate with investors, commissioners, and potential co-production partners in agreeing terms and treatment/adoption of proposals and US/Global distribution rights.

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## Task Statements

### Task Statement 6:

**Manage and maintain key external professional and business relationships.**

#### Associated activities

- ✓ Maintain a thorough knowledge of industry trends, innovations and create effective networks with industry professional bodies.
- ✓ Develop and maintain a network of effective working relationships with external partners including commissioning agents, co-production partners, investors, production companies, broadcasters, streamers and other third parties.
- ✓ Develop and maintain a network of effective working relationships with other professionals who may have an influence on marketing or selling shows e.g., media, journalists, critics etc..

### Task Statement 7:

**Lead, manage and develop senior team members and support the wider development of all members of the team.**

#### Associated activities

- ✓ Select and develop top talent for all key senior roles in heads of department, writers, editors, casting, and choice of director.
- ✓ Set clear goals, objectives and KPIs (Key Performance Indicators) for heads of department.
- ✓ Provide ongoing feedback and performance management to the heads of department, editors, and writers.
- ✓ Conduct formal annual performance review and appraisals with heads of department, writers, editors.
- ✓ Support the heads of department, writers, editors' development through training, mentoring, and coaching.
- ✓ Be ultimately responsible for all contract terms and conditions and offer/renewal of contracts to all staff.
- ✓ Build a diverse and inclusive workforce

### Task Statement 8:

**Build high performance teams through collaboration and coordinating the efforts of all team members.**

#### Associated activities

- ✓ Build and implement a series of inclusive meetings to develop concepts and ideas in delivering on commissions and shows.
- ✓ Schedule and lead regular review meetings to manage and develop story and character arcs and deal with challenges and issues that arise in the developing and treatment of scripts.
- ✓ Ensure all members of the team are fully informed of what is required and how they collaborate to achieve overall results across different parts of the production process.
- ✓ Resolve differences of professional opinion or conflict between team members.

## Competency Requirements

Core	Technical	Leadership	Personal Development
Communication	Story Writing for the Screen	Managing People	Self-Awareness
Planning, Organising and Prioritising	Screenwriting software	Inspirational Leadership	Proactive Learning
Digital Tools	Legal Issues in Screenwriting	Mentoring and Coaching	Freelancer Skills
Critical Thinking and Analysis	Intellectual Property (IP) Ownership	Managing Finance	Managing Wellbeing
Working Independently			Industry knowledge
Working Collaboratively			Resilience



**Fís Éireann**  
Screen Ireland

**WGI** WRITERS  
GUILD OF  
IRELAND