



**Job Title: Production Manager**

**Department: Production**

### **Overview of role**

A production manager is responsible for all the organisational aspects of the production schedule and or budget. They may work in a production office, on set, in a studio or on location. The production manager has responsibility for the practicalities of running a production; including the preparation of production schedules or script breakdowns, to ensure that enough time is allocated for all aspects of the production process, and to manage the production resources including personnel.

### **Core responsibilities:**

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale/ budget band / genre of the production.

#### **1. Production planning and pre-production**

- Break scripts down to ascertain production needs
- Allocate sufficient time to each stage in the production process to enable objectives to be met and for effective use of resources
- Work with the Line Producer to identify the major responsibilities, sequence and duration of activities and tasks to deliver productions within budget and on schedule
- Collaborate with other departments to determine the main elements and timescales required to meet creative briefs
- Work with the Line Producer to develop plans and schedules, using production planning methods appropriate for the type of production
- Identify factors which are likely to cause delays to production activities, making realistic contingency plans to deal with any delays which may arise
- Check that production plans and schedules are clear, accurate and contain essential information
- Confirm with relevant colleagues that production plans are fit for purpose
- Suggest realistic solutions when difficulties in implementing plans are identified
- Confirm that schedules take account of health and safety of cast and crew
- Discuss and agree realistic alternatives and budgetary changes with colleagues, when proposed plans are likely to exceed budget, or when departmental requirements exceed artistic or technical limits
- Consult with relevant people and documents to identify the materials to be cleared, the context in which they are to be used, and the extent of their use
- Verify that necessary permissions and clearances have been obtained
- Record any problems or difficulties identified with the use of each location in line with production procedures
- Note any climatic, physical, environmental, access and health and safety factors likely to affect the use of locations
- Recommend contingency arrangements to cover extremes of weather or non-availability of certain locations
- Plan and schedule pre-production activities
- Supervise the implementation of pre-production activities against plans
- Liaise with relevant departments to ensure that equipment, people and facilities are in place to match the schedule requirements for the base

## **2. Compliance with legislation, regulations and codes of practice**

- Create or approve appropriate risk assessment documents
- Ensure that health and safety regulations are adhered to
- Ensure there are appropriate risk assessments for productions
- Identify and confirm requirements of unit medics and organise additional medical assistance and resources when required
- Check that you have required medical statements of health from relevant cast and crew
- Check that psychological testing is carried out to meet requirements
- Arrange insurance cover for all cast and crew to cover all activities required by productions
- Complete accurate documentation that shows that crew and suppliers are aware of the relevant health and safety requirements, are suitably qualified and certified
- Confirm that the content of production materials conforms to legal regulations and relevant codes of practice
- Identify and refer any sensitive or contentious aspects of production material to appropriate people
- Maintain confidentiality of sensitive information in line with organisational procedures
- Take appropriate action to secure compliance and to protect the interests of productions, when there is a failure to comply with legal or non-statutory requirements
- Confirm that necessary steps have been taken to ensure public interaction with productions meets regulations
- Store production schedules in a secure location in line with legislation and regulations

## **3. Select crew, cast and suppliers**

- Check when cast and crew are available for work
- Provide advice to production teams regarding children's working and tutoring hours and apply for dispensations when required
- Communicate changes to scheduled activities to all relevant people without delay
- Interview and select proposed crew that have availability and suitability to meet production requirements
- Negotiate contracts within union, organisational guidelines or trade agreements and which are within budgetary parameters
- Check that safeguarding checks and vetting have been carried out in line with local requirements
- Check drivers' have the correct documentation for driving vehicles on set
- Confirm that crew and suppliers have their own insurance when required
- Arrange any insurance and certification required to include cover for hazardous working
- Arrange production insurance policies and completion financing to meet requirements  
Provide specific requirements and access for those with differing needs
- Ensure production office books chaperones, tutors and sign language interpreters to meet requirements
- Ensure that 2nd AD/ production office keeps a record of children's hours in line with legal and production requirements
- Monitor crew and suppliers' performance to ensure that contract terms are being fulfilled
- Establish communication systems which enable the efficient flow of information

#### **4. Co-ordinate cast and crew during productions**

- Co-ordinate relevant information for call sheets
- Confirm that appropriate arrangements have been made for travel and accommodation for non-local artistes
- Establish next day requirements of costume, make-up, caterers and other relevant departments and use this information to finalise call times for the following day
- Give colleagues clear and accurate information about what is required of them in providing information for schedules and call sheets
- Maintain constant communication links with the production office
- Negotiate with cast and crew about tasks above and beyond their regular duties
- Prepare and implement plans to ensure that long-term scheduling needs are on target
- Check daily progress reports using information from relevant departments
- Oversee travel and accommodation for cast and crew
- Confirm that call sheets are distributed as agreed with production office
- Ensure production office is making revisions to scripts following any agreed changes and distributing these to cast and crew and at appropriate times

#### **5. Control production expenditure, materials, equipment and supplies**

- Analyse production schedule and brief to identify the resources required for each stage in the production process
- Obtain tenders, estimates and quotations from potential suppliers of resources that meet production needs and assess the estimates against production requirements and budget
- Procure recording materials and storage media in consultation to meet camera departments requirements
- Note any special additional resources used on the daily production report, and report any losses or damages
- Offer suitable contracts which meet legal requirements, and which include full and accurate details of suppliers' contributions
- Evaluate all available evidence to ensure projected costings are accurate
- Check that materials, equipment and supplies are stored in a safe and secure location, and that arrangements for storing fragile, valuable or dangerous and hazardous substances and materials meet legal requirements
- Identify the likely implications of the need for insurance cover for hazardous working and for vehicles appearing on camera
- Comply with local laws and regulation when using production resources
- Confirm that all production equipment is covered by adequate production insurance
- Obtain loss or damage reports in appropriate formats regarding any equipment that is lost, damaged or stolen
- Brief production team members about expenditure control and monitoring systems at appropriate times
- Authorise expenditure in line with production procedures as directed by Line Producer
- Ensure that expenditure details are recorded in an appropriate and compatible computer-based package as directed by Accounts Department
- Check that expenditure detailed in reports is within budget
- Use reliable and consistent methods of monitoring expenditure against agreed budgets – setting up a robust Purchase Order system
- Anticipate areas of potential overspend from information provided in daily expenditure reports
- Ensure investors, insurance companies and completion bond guarantors are supplied with accurate and up-to-date scripts and other pertinent information via production office

## **6. Assist management of production filming**

- Confirm that call sheets and other paperwork for crew have been distributed when required
- Brief cast at appropriate times on studio or location codes of practice, and any health and safety requirements
- Ensure that signs and notices explaining and specifying access requirements and restrictions are clear and visible

## **7. Manage daily shooting schedules on productions**

- Monitor production targets and deadlines
- Deal with urgent matters when they occur and in collaboration with appropriate production personnel
- Ensure that overtime is not incurred without reference to line producers or production managers
- Confirm that all relevant information is included in the call sheet and further revisions are passed onto cast and crew at appropriate times

## **8. Control shooting activities for productions**

- Ensure that everyone knows what they have to do during all stages of productions, by checking in on set and holding production meetings
- Identify potential risks to cast and crew's health and safety and take appropriate measures
- Identify if an intimacy coach is required and arrange for them to be hired
- Communicate all health and safety procedures to cast and crew at the start of each day to meet organisational requirements
- Document and distribute relevant risk assessments to all crew members before shooting commences
- Confirm smooth communication between all cast and crew
- Resolve technical problems as they occur, and achieve satisfactory results in collaboration with others
- Ensure that the director's requirements are met by delegating tasks to appropriate people during shooting
- Brief the production about on-set requirements for next day's call sheet at appropriate times
- Identify potential causes of delay to schedules, and suggest and organise viable solutions
- Monitor on set activity to ensure the efficient use of resources
- Alert line producer to any problems which may have serious implications to production schedule or budget

## **9. Monitor and control the progress of productions**

- Compare progress against plans and schedules on an ongoing basis
- Compile accurate information for daily progress reports
- Identify possible problems, and plan for identifiable contingencies
- Ensure that all employment, legal, health and safety, insurance and contractual agreements are understood and adhered to by everyone and taken into account within planned schedules

- Work with the Line Producer to identify the reasons for, and suggest realistic solutions to any discrepancies between actual and planned progress
- Notify appropriate colleagues of changes to production schedules without delay
- Resolve disputes or communication issues between cast members or crew
- Maintain an on-going awareness of post-production schedules
- Liaise with relevant people to establish their requirements for the smooth running of the post-production process
- Maintain frequent communications between all departments involved with post-production

### **Role specific skills:**

- Plan the workflow in combination with other departments to develop a realistic shooting schedule
- Networking and liaising with other departments, working closely with Heads of Departments, 1<sup>st</sup> and 2<sup>nd</sup> ADs
- Provide production personnel with up-to-date information on production activities

### **Other / Transferable Skills:**

- Management and Leadership. Lead the production team, uphold ethics and maintain respect when dealing with others. Support and encourage junior members of the team.
- Communication. Interpreting other's requirements and communicating department requirements to staff and colleagues.
- Team working. Collaboration within own and with other departments.
- Negotiation. Agreeing cast, crew and logistics, costs and contract terms with staff and suppliers.
- Research and Analytical. Planning practical requirements against brief breakdown and production vision.
- Problem solving. Contingency planning and resolving issues so that productions remain on schedule.

### **Attributes**

- Resilience and Enthusiasm - Adapts positively to changing work priorities and patterns, ensuring deadlines continue to be met. Is proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Productivity - Organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary.
- Ethics and Integrity - Honest and principled in all of their actions and interactions. They will be respectful and inclusive of others and meet the ethical requirements of their profession.
- Flexibility - Willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment.