



**Job Title: Assistant Production Coordinator**  
**Department: Production**

### **Overview of Role**

An assistant production coordinator (APC) assists the production coordinator (PC) from the production office and on location, from the pre-production stage right through to the end of filming. They are responsible for implementing office procedures, documenting, creating and sharing paperwork, and communicating information as required. They support the production coordinator in the management and day-to-day running of the production office, helping to organise travel, accommodation, and other logistics.

### **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. Organise pre-production activities**

- Set up and equip production office and other offices so they are suitable to meet production requirements
- Assist with the arrangement of production meetings and technical recces to meet requirements
- Suggest appropriate contingency plans to address factors that may affect the timetabling of activities
- Communicate changes to scheduled activities to all relevant people without delay

#### **2. Select crew and suppliers to meet production requirements**

- Identify potential suppliers of facilities and technical services, and select those that can meet production requirements and deadlines
- Obtain and assess tenders, estimates and quotes from potential suppliers that meet production requirements and budget
- Arrange contracts which meet legal and regulatory requirements, and which include full and accurate details of individual or supplier contribution
- Confirm that all contracts are signed by all relevant parties
- Ensure that safeguarding checks and vetting have been carried out in line with local requirements
- Confirm that crew and suppliers have their own insurance when required
- Confirm that vehicle operators hold relevant operating licences and comply with all pertinent regulation
- Maintain confidentiality of sensitive information in line with unit or location procedures

#### **3. Coordinate cast and crew**

- Consult with appropriate departments to prepare, compile and amend daily call sheets
- Organise travel and accommodation for cast and crew to meet requirements
- Carry out movement orders to show the travel of personnel
- Keep passport details of all cast and crew members and auxiliary people in a secure location for travelling and insurance purposes

- Confirm that appropriate arrangements have been made for travel and accommodation for non-local artists
- Check that you have required medical statements of health from relevant cast and crew

#### **4. Coordinate production logistics**

- Arrange for resources to be shipped overseas
- Complete shipping documents to meet destination requirements
- Advise insurers when freighting resources, and distribute a shipping schedule with deadlines and advice to all relevant people
- Work in line with customs requirements of destination and departure points

#### **5. Monitor production resources**

- Identify potential shortfalls, delays in delivery, or discrepancies in stock levels, and take prompt remedial action
- Monitor supplies against orders and purchases
- Clarify and agree with all relevant parties, the roles and responsibilities for moving and storing materials, equipment and supplies
- Document accurate details of insurance cover
- Maintain an up-to-date equipment list
- Implement procedures to ensure that equipment and materials on hire or loan are returned in an acceptable condition after use
- Comply with local laws and regulation when using production resources
- Obtain loss or damage reports in appropriate formats regarding any equipment that is lost, damaged or stolen
- Use reliable and consistent methods of monitoring expenditure against agreed budgets
- Ensure that expenditure details are recorded in an appropriate and compatible IT package

#### **6. Monitor progress on productions**

- Establish communication systems which enable the efficient flow of information
- Identify possible problems, and plan for identifiable contingencies
- Ensure that all production targets and deadlines are met
- Communicate with all relevant departments on a regular basis
- Ensure that health and safety regulations are adhered to
- Deal with urgent matters when they occur and in collaboration with appropriate production personnel
- Ensure that overtime is not incurred without reference to production manager / line producer
- Confirm that all relevant information is included in the call sheet and further revisions are passed onto cast and crew at appropriate times
- Notify crew and cast of any last-minute changes to production schedules without delay

#### **7. Coordinate activities to support post-production**

- Liaise with relevant people to establish their requirements for the smooth running of the post-production process
- Compile credit list if required
- Compile post paperwork and post-production scripts if required
- Check clearances have been obtained for materials as required

### **Role Specific Skills:**

- Organise and control production materials, equipment and supplies
- Compile production documentation, drawing on information from all relevant departments in line with production requirements
- Liaise with other departments, acting as main point of contact on the production for cast and crew
- Meet with crew on-set as often as possible
- Provide production personnel with up-to-date information on production activities

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

- Communication: interpreting other's requirements and communicating requirements to departments and colleagues
- Team-working: collaboration within own and with other departments, such as hair and make-up and costume
- Networking: investing time in networking activities, building a network of business contacts and establish rapport with others quickly and effectively
- Planning: planning practical requirements for transport, catering, cast and crew to meet production needs
- Problem-solving: contingency planning and resolving issues with locations so that productions remain on schedule
- Financial skills: budget monitoring

### **Attributes:**

- Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. 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. Respectful and inclusive of others, and meets 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
- Professional development: develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial