

Overview of Role

Reporting primarily to the second assistant camera technician / clapper loader, camera trainees in High-end TV and scripted drama are primarily intended to gain on-set experience in the camera department. Depending on their level of experience they might also be given additional responsibility for a number of different aspects of the camera department, including setting up video monitors, managing the use of batteries and recording mark-up requirements. In addition, camera trainees will assist when required in de-rigging and cleaning some of the camera equipment, as well as the packing and preparation of the equipment for transport.

To carry out their role, they liaise primarily with the first and second assistant camera technicians, other members of the camera department and other on-set departments as necessary.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. For a more detailed breakdown of the camera trainee's required knowledge and skills, please refer to the National Occupational Standards for Camera.

1. Prepare equipment for shoot

- Assist with loading, layout and marking up shelves of camera truck
- Ensure all working areas remain accessible, clean and tidy
- Check the condition, safety test labels and voltage of monitors and accessories
- Check that the CCTV monitor "video village" equipment is available and operational
- Ensure that any extraneous equipment is appropriately stowed
- Position and secure camera cables, minimising cross-overs while at the same time avoiding trip hazards or blocking access routes
- Check the quality and fit of weather-proofing materials and arrange any required shading and weather protection
- Assist with safe transfer of camera equipment from camera truck to the stage or shooting location

2. Establish and set up base for video village

- Retain a full inventory of video monitors and ancillary equipment
- Check the quality and fit of weather proofing materials and arrange any required shading and weather protection for monitors
- Position and secure monitors out of camera shot and clear of interference from lighting
- Position and secure cables for monitors, minimising cross-overs and avoiding blocking access routes
- Provide any required shading, adjust monitor settings and correct any faults within area of responsibility to help obtain optimum picture quality
- Sling or ramp cables to avoid trip hazards, blocking access routes, entrances or exits
- Secure excess and auxiliary cables

3. Manage camera batteries

- Check that there are sufficient power sources close by for battery charging
- Protect batteries from hazards and organise specialist battery storage facilities when required
- Maintain sufficient quantities of charged batteries throughout shoot
- Assist with structured battery charging routine, labelling charged batteries so they are used in the correct sequence
- Store and pack batteries safely, in line with manufacturer's guidelines

4. Assist camera crew

- Maintain a secure and adequately sheltered on-set base on which to store and assemble camera equipment
- Lay out equipment to acclimatise when required
- Assist camera operator, first assistant camera technician and second assistant camera technician when required with given tasks
- Provide requested camera equipment and materials in clean and ready-to-use condition
- Collect and return any ancillary or additional equipment to specified storage places when not in use
- Assist in marking up actors' positions and setting any required focus marks during line-up and rehearsal
- Familiarise self with the actors' colour-coded marking system being used
- Operate clapperboard and clearly announce takes when required
- Handle and "bash" cables of tracking cameras to facilitate smooth and safe operation, and to reduce noise levels
- Mark-up faulty or damaged equipment for repair or replacement
- Run errands when required and provide on-set camera crew with refreshments

5. De-rig and pack camera equipment after shoots

- Secure and protect camera equipment from environmental damage while de-rigging
- Clean any camera equipment that has come into contact with the ground, water or harmful substances
- Check equipment for damage and malfunctions, rectifying any faults within own area of expertise
- Report and itemise breakages or missing equipment
- Assist with packing camera equipment when required
- Assist with labelling and loading of flight cases when required

6. Liaise with other people and departments to meet production requirements

- Liaise with the camera facility company regarding the supply and return of camera equipment and / or materials when required
- Liaise with the production department about the delivery or return arrangements of any camera equipment and / or materials when required
- Liaise with director of photography, video playback and hair / make-up departments regarding any monitor viewing requirements

7. Follow health and safety requirements

- Read any risk assessments supplied by production and comply with all health and safety requirements
- Work in line with health and safety practice for all aspects of the role
- If in doubt, raise any safety concerns with head of department

Role Specific Skills:

- Checking and compiling video monitoring equipment
- Setting up monitors
- Managing batteries
- De-rigging, maintaining, cleaning and packing cameras

Other / Transferable Skills:

- Communication: interpreting other's requirements of monitoring equipment and advising others about use of batteries
- Teamworking: collaboration within own and with other departments
- Running monitoring procedures: maintaining stand-by equipment in a secure and well-ordered on-set base
- Compiling information: complete documentation for the receipt, return and transport of video monitoring equipment
- Learning from the workplace: identifying opportunities to learn and practise skills, seeking feedback and evaluating learning and future approaches to learning

Attributes:

- Resilience, enthusiasm and curiosity: adapts 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 their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- Flexibility: willing to both listen and respond to changing priorities and working requirements when required, while at all times maintaining high standards in a constantly changing production environment