

Overview Of Role

Reporting to the first assistant camera technician / focus puller, in High-end TV and scripted drama the second assistant camera technician / clapper loader is responsible for maintaining an adequate supply of loaded film magazines or digital media cards, downloading and arranging the safe delivery of the rushes, maintaining batteries, setting up monitors, assisting with mark-up requirements, operating clapperboards / digi-slates, cleaning and packing equipment for transport.

To carry out their role, they liaise primarily with the first assistant camera technician, camera operator, director of photography and other members of the camera department, as well as with the script supervisor, production and other departments.

Core Responsibilities:

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

1. Prepare and test camera equipment before shoots

- Compile and maintain camera equipment inventory and consumables list
- Arrange and mark-up cameras, lenses and filter boxes
- Decant equipment from flight cases into on-set bags, ensuring it is safely protected
- Scratch test film magazines and check camera equipment is operational
- Keep camera equipment well-ordered and accessible so it is quickly available
- Assist first assistant camera technician with camera and lens tests
- Arrange for dispatch of exposed film tests to the laboratory
- Identify and check equipment for monitor viewing system (video village)
- Ensure the quality and fit of any weather-proofing materials
- Assist with the arrangement of equipment on camera trucks

2. Monitor supplies of camera equipment and consumables

- Establish a secure and adequately sheltered on-set base on which to assemble cameras and monitors, and to load film if required
- Check that there are sufficient power sources close by for battery charging
- Stow any extraneous equipment
- Lay out equipment and acclimatise lenses and other glassware as required
- Provide requested camera equipment and materials in ready-to-use condition
- Confirm the availability of additional camera equipment with camera facility companies when necessary
- Monitor supplies of camera equipment and materials, retaining written records of receipt and return to camera facility companies
- Deal promptly with faulty equipment, repairing or ordering replacements if required
- If using film, store raw stock in cool, shaded environment and monitor daily usage

3. Rig cables and camera monitors for productions

- Check the condition, safety test labels and voltage of monitors and accessories
- Position, rig and secure any monitors out of camera shot and clear of interference from lighting

- Adjust monitor settings and correct any faults to obtain optimum picture quality
- Position and secure any camera or monitor cables, minimising cross-overs and avoiding any trip hazards or blocking access routes
- Arrange any required shading and weather protection for monitors

4. Assist during rehearsal and shoots

- Select and provide requested lenses to first assistant camera
- Set actors' marks during line-up and rehearsals
- Explain colour-coding system of marks to actors when required
- Mark up and call out focus marks when required
- Operate electronic zoom controls or dolly jibs when required by camera operator
- Manage cables and check camera tracking routes when required to aid camera movement
- Liaise with director of photography about greyscales, colour charts and additional relevant information for camera report sheets

5. Manage batteries and recording media / film

- Maintain sufficient quantity of recording media / film and charged batteries throughout shoots
- Regulate battery charging routine, ensuring correct sequencing and labelling of charged batteries
- Monitor camera battery voltage and announce clearly when battery needs changing, with minimal disruption to filming
- Monitor take length, ensuring that camera has enough film or digital storage space for each take
- Pass on recorded digital media and supporting information to the digital imaging technician (DIT)
- If using film, download exposed rushes, re-can usable short ends and any unexposed raw stock after shooting
- Store and label recorded media / rushes, compile related documentation and deliver to production

6. Set up and operate clapperboards or 'slates'

- Prepare and mark up clapperboards and digi-slates
- Operate clapperboards and clearly announce takes
- Log relevant information displayed on clapperboards and transfer it to camera report sheets

7. De-rig camera equipment after shoots

- Secure and protect cameras from environmental damage while de-rigging
- Check camera equipment for any faults, breakages, dirt and malfunctions, rectifying any issues within own expertise
- Report any breakages, malfunctions or missing equipment.
- Clean camera equipment before packing, especially if it has come into contact with the ground, water or any potentially harmful substances
- Re-pack camera equipment, lenses and other accessories, cross-referencing with the original inventory

8. Pack camera equipment for transport

- Pack and label camera equipment in its original flight case so that it is secure and complies with the necessary insurance and safety requirements
- Compile and check that any associated documentation matches equipment, resolving any discrepancies with the production office

- When transporting equipment abroad, ensure compliance with all legal, transport and safety requirements of the shipping agent and destination country

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

- Delegate on-set tasks to camera department trainee when required
- Liaise with camera facility companies regarding the supply and return of camera equipment and / or materials
- Liaise with production department about the delivery or return arrangements of any camera equipment and / or materials
- Liaise with sound department to ensure constant synchronisation and maintenance of digi-slates
- Liaise with script supervisor to ensure that all selected printed takes are included correctly on camera sheets
- If working on film, liaise with laboratory for daily lab reports when required by director of photography.
- If working with digital media, liaise with DIT when required

10. Follow health and safety requirements

- Work in line with health and safety practice for all aspects of your defined role
- Read any risk assessments supplied by production and comply with all health and safety requirements

Role Specific Skills:

- Field testing camera equipment within your level of expertise
- Setting up and rigging monitors
- Managing batteries, the selected recording media and film
- Operating clapperboards and digi-slates
- De-rigging, maintaining, cleaning and packing camera equipment

Other / Transferable Skills:

- Communication: interpreting other's requirements of camera equipment and video monitors and advising others about use of battery, film and recording media
- Teamworking: collaboration within own and with other departments
- Running monitoring procedures: monitor use of equipment and materials, film, recording media and batteries
- Compiling information: complete documentation for rushes / recorded media and the receipt, return and transport of camera equipment and materials

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 as required, while at all times maintaining high standards in a constantly changing production environment