

**Overview of Role**

Reporting to the location department team, location assistants in High-end TV, scripted film and drama carry out a myriad of essential tasks to support the work of the location department.

These tasks include supporting the technical recce, photocopying and compiling tech recce packs, protecting and cleaning locations, setting up off-set spaces for cast and crew, helping prepare the location for the shooting crew and making sure locations remain clean and safe while shooting.

**Core Responsibilities:**

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities on a particular production will vary depending on the location department structure, production scale and budget band.

**1. Carry out specific given tasks to select and prepare locations**

- Research specified information about locations
- Help prepare location information for others, such as preparing show and tell location boards
- Take and store clear photographs or videos of chosen locations for inventory and reinstatement purposes, under the direct supervision of the assistant location manager or higher

**2. Carry out specific given tasks to support recces**

- Assist with arranging access to locations, and meet location contacts ahead of crew arriving for recces
- Help with food and drink orders

**3. Carry out specific given tasks to manage expectations of the public**

- Carry out letter drops to local residents and businesses about the nature and schedule of filming
- Attend and help administrate public consultation events

**4. Carry out specific given tasks to prepare for the shoot**

- Put up notices about parking, access requirements, restrictions and to direct crew around locations
- Help lay out floor protection or other required location protection under the direct supervision of the assistant location manager or higher
- Set up bins on set
- Help create maps or plans for movement orders and deliver them to the production office under the direct supervision of the assistant location manager or higher
- Set up green room, crowd bases and any additional spaces for children

**5. Carry out specific given tasks to manage supplies for locations**

- Help book equipment and supplies for signage, barriers, stationery and consumables, comparing prices from alternative suppliers under the direct supervision of the assistant location manager or higher
- Monitor and feedback usage of consumables to ensure no shortfalls

- Pack and return equipment and materials straight after use

#### **6. Carry out specific given tasks to coordinate logistics on location during shooting**

- Make sure other departments know where they are going, and set, green room, toilets and other facilities are signposted
- Make sure the walkways around the set are kept clear of hazards
- Make sure bins are emptied regularly and rubbish collected at the end of each day
- Ensure marshals are in correct positions, rotated and given breaks under the direct supervision of the assistant location manager or higher
- Help ensure the location team and security are given food and drinks
- Locate and deal with any errant off-set noises caused by the general public
- Make sure crew comply with location owners' stipulations, such as wearing shoe covers
- Respond to any requirements from other departments during shooting
- Identify and report any damage to locations and deal with complaints

#### **7. Follow health and safety requirements**

- Work in line with health and safety practice for all aspects of own role

#### **8. Carry out specific given tasks to help deliver locations upon wrap**

- Clean locations and clear away any outstanding rubbish and equipment after use
- Help return the correct supplies to the correct suppliers under the direct supervision of the assistant location manager or higher

#### **Role Specific Skills:**

- Protect and clean locations
- Support technical recces
- Set up spaces for cast and crew and help set up crowd base
- Make sure locations remain clean and safe while shooting

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

- Communication: interpreting other's requirements of locations and communicating location department requirements to others. Additional languages are a useful skill
- Team working: collaboration within own and with other departments
- Research: finding specific information
- Managing supplies: obtaining basic supplies and monitoring usage
- Event management: high levels of customer service in a fast-paced environment
- Learning the local environment: understanding maps and giving directions

#### **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 learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment