

Overview of Role

Reporting to the supervising location manager or location manager, unit managers in High-end TV, scripted film and drama run the set, shooting day and unit base. They secure unit bases that are logistically suitable and obtain any required permits or permissions for their use. In preparation for production, they organise parking, caterers, crowd bases, power and water supplies and working lights as well as waste collection. They are responsible for obtaining the unit base supplies, as well as controlling unit base expenditure.

The night before the shoot, they set up the facilities required for the following day. During the shoot, they run all aspects of the logistics on the set making sure there is appropriate signage, coordinating runners and marshals, and working closely with transport and facilities to make sure equipment, facilities and people are in the right places.

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 scale and budget band.

1. Secure unit bases for productions

- Identify the number, types and sequence of unit bases required for productions
- Identify and scout potential unit bases that are suitable for logistics and vehicle number and size, taking photographs, videos and detailed notes
- Identify required permissions, licences, costs and any logistical or other issues
- Present recommendations for unit bases to location or production managers
- Book unit bases and vehicle parking, liaising with councils and other bodies to hire areas, or gain permission to park
- Work with assistant location manager and location manager to contract and raise purchase orders for bases and any other parking required
- Keep unit base owners up to date with any changes to schedule or requirements

2. Plan and schedule unit base activity

- Collaborate with the construction, rigging, dressing and shoot crews and those wrapping locations to determine their requirements and timescales for access, power, water and any other requirements
- Identify required supplies and when they are required, including providing for specific requirements and access for those with differing needs
- Contribute to the development of a logistics plan for each location, including contingency plans to deal with factors that may affect schedule
- Draw up parking plans for tech vehicles
- Create plans for crowd bases for approval
- Work with facility captain to plan unit bases and truck moves

3. Obtain supplies for the unit base

- Identify suppliers required to set up unit base including equipment, fuel, waste disposal, heating, air conditioning, lighting, trackway and consumables
- Obtain tenders, estimates or quotations and select and contract with suppliers of supplies, facilities and services that meet cost and quality requirements

4. Coordinate provision of kit and facilities to set up and run the unit base and set

- Oversee an up-to-date equipment list and implement procedures to ensure the safe receipt and return of hired or loaned equipment and materials
- Set up and equip location truck
- Liaise with transport and facilities about movement of department's materials and equipment
- Set up costume, make-up, caterers and other relevant departments' facilities for the following day
- Position honey wagon (mobile toilets) and other facilities so they are close to filming but do not disrupt it
- Organise the movement and set up of generators, tower lights and bowsers
- Obtain reports for lost, damaged or stolen equipment

5. Control unit base expenditure

- Monitor expenditure for base unit and associated equipment and supplies against budget, anticipating areas of overspend
- Negotiate and agree any required variations between or within budget headings to meet budget constraints

6. Run shoot and unit base during shooting

- Coordinate unit team on set
- Liaise with assistant directors, costume and make-up to check they have what they need
- Ensure signs and notices explaining and specifying access requirements and restrictions are clear and visible
- Communicate daily call times to security department
- Liaise with other departments to check equipment, people and facilities are in place to match schedule requirements for the base
- Implement coordination of transport to ensure the swift and effective movement of cast and crew between set and base
- Ensure rubbish and other production waste is being managed throughout the day and collected at the end of the day
- Coordinate location runners and marshals on set, giving instruction or delegating supervision to others
- Make sure departments that need power have access to power and that generators are being topped up
- Ensure the area behind camera is well and safely lit
- Arrange additional spaces, furniture, kit and parking to accommodate additional people or equipment when required
- 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

Role Specific Skills:

- Securing locations for use as unit bases
- Planning and implementing logistics for supplies and equipment

Other / Transferable Skills:

- Communication: interpreting other's requirements and communicating requirements to staff and colleagues

- Teamworking: collaboration within own and with other departments
- Research: finding unit bases that meet production requirements
- Negotiation: agreeing costs and conditions of supplies and unit bases
- Managing costs: managing location department budgets
- Planning: planning practical requirements for unit bases to meet production needs
- Problem-solving: contingency planning and resolving issues with locations so that productions remain on schedule
- Management and leadership: securing resources and managing crew and suppliers on the unit base

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 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