

Overview of Role

Reporting to the supervising location manager or location manager, location coordinators in High-end TV, scripted film and drama are responsible for recording and monitoring location department paperwork to ensure the smooth running of the department. This is in relation to location use and release, local authority permissions and clearances, insurance claims, security breaches, movement orders, equipment lists, location plans and production schedules.

In addition, they coordinate purchases and payments, monitor and reconcile budgets, identify potential shortages in crew, security staff and equipment and, when required, they liaise with suppliers, location owners, local authorities and the accounts department.

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. Coordinate information about use of locations

- Track and chase fully executed contracts, consent forms and location releases, liaising with location owners when required
- Create and distribute location lists
- Create and distribute recce schedules
- Record and monitor permissions, clearances and arrangements for traffic management, parking restrictions, road closures and parking, liaising with councils when required
- Collate and store reports about breaches in security
- Store and monitor information relating to location insurance and claims
- Identify and report any damage to locations and deal with complaints

2. Monitor location department budgets

- Monitor and record expenditure for locations against budget, bringing overspend to the attention of location managers
- Provide financial reports
- Liaise with accounts department to reconcile location department budget

3. Coordinate purchases and payments

- Create purchase orders and monitor invoices
- Ensure timely payments and remittances for purchases and location fees

4. Coordinate information about supplies and equipment

- Collect and record tenders, estimates or quotations from suppliers
- Confirm terms, conditions and price of supply in writing
- Monitor stock levels and respond to any shortfalls or delays in delivery
- Source kit when required
- Maintain an up-to-date equipment list and vehicle list
- Monitor the return of equipment and materials on hire or loan
- Obtain reports for lost, damaged or stolen equipment

5. Coordinate information about crew

- Confirm crew insurance is in place
- Chase and log timesheets and overtime
- Book marshals
- Create and distribute movement orders
- Monitor the provision of crew against schedule requirements

6. Coordinate information about production progress

- Record and store updates to intentions documents and schedules
- Establish efficient communication systems and communicate updates to others when required
- Monitor the provision of crew, supplies and equipment against schedule requirements

7. Follow health and safety requirements

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

Role Specific Skills:

- Creating, coordinating, issuing and storing location department documentation in relation to location use and release, local authority permissions and clearances, insurance claims, security breaches, movement orders, equipment lists, location plans and production schedules

Other / Transferable Skills:

- Managing information: chasing and storing documents and tracking progress and changes
- Running spreadsheets: creating and maintaining spreadsheets and pulling off reports
- Communication: interpreting schedule requirements and communicating updates to crew and colleagues
- Teamworking: collaboration within own and with other departments
- Running budgets: managing purchases and payments and coordinating and reconciling budgets

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