

Overview of Role

Reporting to the location manager or supervising location manager, assistant location managers in High-end TV, scripted film and drama support the location manager in finding and managing locations for productions. They may carry out designated activities to assess potential locations for their match with the creative brief and practical requirements, such as cost, accessibility and safety, and obtain any official, parking, permits or permissions that are required.

During the shoot they may carry out designated activities to manage the security and protection of locations and the logistics associated with their use, including facilities for cast and crew, as well as the location budget and supplies. On wrap they may assist with the delivery of locations back to location owners.

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 supervising location manager, production scale and budget band.

1. Research and assess potential locations for productions

- Scout locations to be considered – taking photographs, videos and detailed notes
- Help identify required permissions, licences and any logistical or other issues with locations

2. Prepare and confirm use of locations

- Arrange for designers and directors to recce locations
- Assist with the compilation of the tech recce pack and schedule
- Obtain each departments' requirements and assess the impact on locations and budget
- Arrange further department site visits as required
- Plan department prep and strike schedules for each location
- Help assess traffic management requirements, environmental implications and locations with specific needs, including sites of special scientific interest (SSSI) and historic properties
- Check insurance, risk assessments and signed contracts are in place
- Organise parking facilities for technical vehicles, equipment, unit bases, cast, crew and suppliers
- Liaise with local residents, organising resident meetings and consultations when needed
- Confirm nature and schedule of filming with local authority, police and local residents and businesses and obtain permission for any parking suspensions or road closures
- Organise location security, signage and barriers

3. Plan and schedule location department pre-production activities

- Ascertain location department needs from scripts
- Help produce and distribute a full intentions document, scheduling all required activity and equipment

- Check equipment, people and facilities are in place to match schedule requirements
- Collaborate with own and other departments to check requirements, update plans and communicate changes to scheduled activities
- Plan marshal and security numbers and schedule accordingly
- Confirm details for call sheets with second assistant directors and production coordinators
- Store health and safety files and other certifications and production information to distribute to locations
- Provide specific requirements and access for those with differing needs

4. Manage supplies for locations

- Identify resources required for each stage
- Obtain tenders, estimates or quotations and select and contract with suppliers of resources, facilities and technical services that meet cost and quality requirements
- Make sure materials and equipment, including those that are fragile, valuable or potentially dangerous, are stored in safe, secure locations
- Obtain reports for lost, damaged or stolen equipment
- Work with unit managers to identify locations for unit bases that are suitable for logistics and vehicle number and size
- Work with unit managers to identify suppliers to set up unit base
- Discuss costume and make-up requirements for crowd bases with assistant directors, costume and make-up departments, and set them up or order them
- Liaise with transport and facilities about movement of department's materials and equipment

5. Manage security and use of locations during production

- Coordinate access times for all departments for prep, shoot and strike
- Make sure security signs are in position and locations are secure
- Oversee systems to control access and escort visitors
- Provide for access or special needs requirements
- Monitor and record breaches in security
- Organise moves to other locations
- Pack and return equipment and materials after use
- Wrap locations so that they and any contents are protected
- Identify and report any damage to locations

6. Coordinate logistics on location during production

- Provide second assistant director with information for daily call sheets
- Communicate daily call times to relevant people, department crew and departments
- Coordinate location department team on set
- Maintain line of dialogue with location owner about any developments or changes

7. Follow health and safety requirements

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

8. Oversee delivery of locations upon wrap

- Collate signed contracts, location releases and other legal documents
- Reinstate locations to their former condition
- Follow up with location owners, dealing with any complaints

Role Specific Skills:

- Help identify and assess locations against production and script requirements
- Organise recces
- Planning and implementing logistics for equipment and people
- Managing the security of locations
- Creating, managing and storing documentation, including contracts, permissions, clearances, insurance reports, security reports, movement orders, equipment lists, location plans, and risk assessments

Other / Transferable Skills:

- Communication: interpreting other's requirements of locations and communicating location department requirements to staff and colleagues
- Teamworking: collaboration within own and with other departments
- Research: finding locations that meet production requirements
- Negotiation: agreeing location's conditions of use and costs with location owners and contract terms with staff and suppliers
- Managing costs: managing location department budgets
- Planning: planning practical requirements for locations to meet production needs
- Problem-solving: contingency planning and resolving issues with locations so that productions remain on schedule

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