

Overview of Role

Base runners work closely with the second assistant director (2nd AD) and help with various tasks at the production's unit base. They are responsible for escorting cast to their trailers, catering to them and getting them through make-up and costume departments in order to get to set on time. They have to be aware of which cast, supporting artists (SAs), other performers and specialist techs are due on set, and keep all involved up-to-date on the running order for the day. When the day is wrapped, they will make sure the cast get de-rigged and are escorted from the studio or location when the work is complete.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

1. Organise base activities on film and / or TV productions

- Set up and equip the production office and / or assistant director's (AD) office so they are suitable to meet production requirements
- Communicate changes to scheduled activities to all relevant people without delay
- Communicate and confirm details of call sheets with all relevant departments
- Compile accurate information for daily progress reports, and write the assistant director's report

2. Manage cast during film and / or TV productions

- Check with supporting artists / cast if they have any access requirements or special needs
- Identify and greet cast members and introduce them to relevant production personnel
- Look after the cast whilst on unit base in line with production requirements
- Give the cast clear information about what is required from them, and information about any changes to planned running order, timing, or content, in enough time for them to adapt
- Escort the cast from studios or locations to transport, when their work is completed in line with production requirements

3. Coordinate logistics for cast and crew

- Confirm with the production office that appropriate arrangements have been made for travel and accommodation for non-local artists
- Coordinate the movement of cast members through required departments in line with production requirements
- Ensure cast are ready when required, in relation to the call sheet and needs of the set
- Confirm that all relevant information is included in the call sheet and further revisions are passed onto cast and crew at appropriate times

4. Assist management of production filming

- Confirm that call sheets and other paperwork for crew have been distributed when required

- Coordinate transport to ensure the swift and effective movement of cast and crew between set and base
- Confirm that transport is available at the required times during the filming day
- Ensure that signs and notices explaining and specifying access requirements and restrictions are clear and visible
- Keep the production and relevant people informed of shot progress, and of any potential delays and changes to schedules
- Maintain accurate records of artists on set, and of meal and wrap times in line with contract requirements
- Give relevant departments advance warning of location and set moves, as well as wrap

5. Manage daily shooting schedules on productions

- Communicate with all relevant departments on a regular basis
- Ensure that health and safety regulations are adhered to
- Deal with urgent matters when they occur and in collaboration with appropriate production personnel
- Ensure that artists and supporting artists are released on time

Role Specific Skills:

- Compile resourcing and progress reports, drawing on information from all relevant departments in line with production requirements
- Liaise with other departments, acting as a main point of contact on the production
- Provide production personnel with up-to-date information on production activities
- Manage logistics and / or travel, liaising with other departments when required

Other / Transferable Skills:

- Communication: interpreting other's requirements and communicating department requirements to staff and colleagues
- Teamworking: collaboration within own and with other departments
- Negotiation: balancing the various needs and working practices of all on the production and finding ways to collaborate effectively
- Planning: planning practical requirements for transport, catering, cast and crew to meet production needs
- Problem-solving: contingency planning and resolving issues with locations so that productions remain on schedule
- IT skills: using Microsoft Office packages and bespoke production software

Attributes:

- Resilience: adapts to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new 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 of 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