



Job Title: Floor Runner / Set PA
Department: Assistant Directors

Overview of Role

Floor runners work as part of the assistant directors (AD) team to support the progress of the film or TV production. They run errands, convey messages, look after cast and crew, arrange and provide catering and transport to and from unit base to set.

They deal with small and large crowds of supporting artists (SAs), supervising them, with the help of the third assistant director (3rd AD) or crowd third assistant director (crowd 3rd AD). They might have to supervise the SA or set a few into the background. Floor runners report to the first assistant director (1st AD) and are usually supervised by the 3rd AD or key floor runner / set PA; they need to monitor progress as workers on the production will look to them for information, so they need to be able to approach others and communicate with them confidently.

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. Manage cast during productions

- Look after cast while on location or in the studio in line with production requirements
- Escort cast from studios or locations when their work is completed in line with production requirements

2. 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
- Relay clear cues as directed to artists and contributors
- Make sure background action is set up as directed
- 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
- Stand in for, and take over from, the 3rd AD in line with instructions from production management

3. 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

Role Specific Skills:

- 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
- Assist with management of the set, studio or location of the production

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