

Overview of Role

A production secretary (PS) is responsible for handling important contracts, script changes, and legal documents as part of their administration work. They are also responsible for arranging supplies, equipment and travel on a production. They support the production coordinator (PC), production manager (PM) and line producer (LP).

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. Select crew and suppliers to meet production requirements

- Confirm that all contracts are signed by all relevant parties
- Monitor crew and suppliers' performance to ensure that contract terms are being fulfilled
- Confirm that crew and suppliers have their own insurance when required
- Complete accurate documentation that shows that crew and suppliers are aware of the relevant health and safety requirements, and that they have suitable qualifications and certificates
- Confirm that vehicle operators hold relevant operating licences and comply with all pertinent regulation

2. Pre-production

- Set up and equip production office and other offices so they are suitable to meet production requirements
- Liaise with relevant departments to ensure that equipment, people and facilities are in place to match the schedule requirements for the base
- Plan and schedule pre-production activities to meet production requirements
- Arrange production meetings and technical recces to meet requirements
- Develop and implement appropriate contingency plans to address factors that may affect the timetabling of activities
- Communicate changes to scheduled activities to all relevant people without delay
- Communicate and confirm details of call sheets with all relevant departments

3. Control production resources – materials, equipment and supplies

- Obtain tenders, estimates and quotes from potential suppliers of resources that meet production needs
- Assess the cost and quality of estimates from potential suppliers against production requirements and budget
- Agree and confirm in writing details of price and of any other relevant terms and conditions of supply
- Clarify and agree with all relevant parties the roles and responsibilities for moving and storing materials, equipment and supplies
- Maintain an up-to-date equipment list
- Implement procedures to ensure that equipment and materials on hire or loan are returned in an acceptable condition after use
- Arrange for resources to be shipped overseas in line with production requirements

- Complete shipping documents to meet destination requirements
- Advise insurers when freighting resources, and distribute a shipping schedule with deadlines and advice to all relevant people
- Work in line with customs requirements of destination and departure points

4. Coordinate activities to support production personnel

- Organise travel and accommodation for cast and crew to meet requirements
- Keep investors, insurance companies and completion bond guarantors supplied with accurate and up-to-date scripts and other pertinent information
- Carry out movement orders to show the travel of personnel
- Maintain constant communication links with the production office in line with production requirements
- Produce clear and accurate support documentation in required format and which contain all relevant information

5. Manage daily shooting schedules on productions

- Review arrangements and make adjustments to better meet production requirements
- 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 overtime is not incurred without reference to line producers or production managers
- Notify crew and cast of any last-minute changes to call sheets after wrap without delay
- Identify possible problems, and plan for identifiable contingencies
- Liaise with relevant people to establish their requirements for the smooth running of the post-production process

6. Monitor production resources

- Ensure that expenditure details are recorded in an appropriate IT package
- Use reliable and consistent methods of monitoring expenditure against agreed budgets
- Treat confidential and sensitive information and data in line with organisational and data protection requirements

Role Specific Skills:

- Organise and control production travel, equipment and supplies
- Set up and use effective systems for managing budgets and other paperwork
- Liaise with other departments, production coordinator (PC), production manager (PM) and line producer (LP)
- Provide production personnel with up-to-date information on production activities

Other / Transferable Skills:

- Communication: interpreting other's requirements and communicating requirements to departments and colleagues
- Team-working: collaboration within own and with other departments, such as hair and make-up and costume
- Networking: investing time in networking activities, building a network of business contacts and establish rapport with others quickly and 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

Attributes:

- Resilience and enthusiasm: adapt 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 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
- Professional development: develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial