

Overview of Role

The script supervisor trainee in High-end TV, scripted film and drama, reports to the script supervisor and supports their workflow. Depending on the production, they may also work with an assistant script supervisor.

They are responsible for making sure the script supervisor has everything they need for the day's shoot. The script supervisor trainee should also ensure the welfare needs of the script supervisor are met since they are often very busy. During shooting, they may assist the script supervisor by recording the technical information, taking continuity stills, and logging information. Ultimately, they are responsible for maximising the learning opportunities available to them as a trainee.

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. Prepare for a production

- Read the script
- Familiarise self with script supervisor's style of notes and breakdowns
- Liaise with script supervisor to agree on expected duties

2. Carry out specific given tasks to help the script supervisor to prepare for directors' rehearsals / blocking

- Obtain the physical call sheet when available, and printed sides of the most recent script revision to the script supervisor's preference
- Make sure the script supervisor is settled close to the director and has everything they need, including a charging port / facility and passwords for WiFi and video, when available

3. Look after the welfare of the script supervisor on set

- Liaise with the third assistant director or on-set locations department to organise for the script supervisor to have access to the nearest toilet facilities possible
- Organise refreshments for the script supervisor at regular times throughout the day
- Collect meals for the script supervisor when the shooting schedule does not allow them to take a break

4. Carry out specific given tasks to assist the script supervisor to monitor continuity

- Provide slate information to second assistant camera technician when required
- Record technical information about cameras and sound when required
- Record visual effects information when required
- Take wide and well-lit continuity photographs to show costume, hair and make-up of cast, and the position of props when required, and store them so they are easy to find
- Communicate the time of day to the on-set props master or standby art director, when asked to by the script supervisor
- Run errands for the script supervisor when required
- Mark-up the script with tram lines and adjust dialogue and action according to the script supervisor's preference once familiar with it

- Log information such as time reports / time sheets, production and location WiFi passwords
- Type up hand-written notes when required
- Help with the distribution of daily continuity notes, preparing the end of day email and uploading files to the relevant database

5. Maximise opportunities to learn about the role and department

- Volunteer to learn from other departments during downtime and when free from helping script supervisor for a specified amount of time
- Ask questions about the reasons for particular activities and processes when the opportunity arises
- Practice the skills observed, seeking feedback when appropriate
- Evaluate learning and identify improvements for the future

Role Specific Skills:

- Recording technical information about cameras and sound
- Marking up script pages when experienced

Other / Transferable Skills:

- Team-working: working within the hierarchy of the script supervisor department, supporting the script supervisor to carry out their role, including pre-empting their welfare needs
- Reporting: recording information about shots and continuity on behalf of the script supervisor
- Learning: maximising opportunities to learn and improve their skills
- Administration: organising and storing information so it is easy to obtain

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. Honest about what they do and don't understand so that the script supervisor and / or assistant can best teach them
- 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