

Overview of role

Reporting to the Gaffer, the Best Boy in high-end TV and scripted film is the centre of all communication into, out of and within the department. They are responsible for arranging equipment logistics, booking crew and managing the Lighting Department paperwork, including making sure that plots, plans and patch lists are always up to date. They are also responsible for making sure that the equipment is working properly consumables are replenished and that the crew have what they need to carry out their work. Depending on the size of the production there may be more than one Best Boy.

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. Assist with Recces

- Gather information about locations and practical power and lighting options
- Input to discussions about the practicalities of lighting options when required
- Liaise with Art Department about power, practicals and other needs such as special effects or set pieces
- Liaise with Locations Department, Construction Department and Sound Department about siting of generator, scaffold and other lighting equipment
- Make notes from recces about any aspects that will impact on plans

2. Select and manage Lighting Department equipment and machinery

- Work with suppliers to specify machinery and equipment required and identify costs
- Check correct kit is scheduled to be delivered or collected to the right place at the right time
- Pass information about dimensions, weights and registration numbers of vehicles and machinery to Location Department for permits
- Agree placement and security arrangement for vehicles, machines and equipment with Locations Department
- Make sure vehicles, machines, and equipment are secured at the end of shift, including partial derig when necessary
- Manage stock levels, arranging restock when necessary
- Report use of consumables for billing purposes
- Arrange replacement of damaged or missing parts or items
- Ensure returned faulty equipment is labelled to aid repair
- Ensure all equipment is returned to the supplier when finished with

3. Book and support Lighting Department crew

- Determine terms and conditions and rates of pay for all members of the department.
- Read, and understand contract to be able to answer crew queries
- Book crew in agreement with the Production Department and pass their contact details to Production
- Make sure crew members see all appropriate documentation and know their call times and locations
- Determine the correct process and expected timeframe for crew remuneration
- Chase any delayed payments on crew's behalf
- Ensure crew members have correct credentials, knowledge and skills for the tasks allocated and the equipment they will be using

- Arrange for supervision, additional instruction or training for crew members when required
- Monitor working hours and agree ways to prevent excessive hours
- Offer help and advice and assist crew with queries, complaints and reporting

4. Oversee and assist crew members to carry out their work

- Ensure enough radios and clean, disinfected earpieces are available for all crew members
- Ensure Crew members have the correct access and handling equipment for the task in hand
- Ensure lighting equipment is rigged as per the plan with the designed identification system being used
- Ensure ballasts and other electronics are kept dry and well ventilated
- Ensure appropriate cable management with signage used when required
- Ensure the best option to supply power is used and circuits protected
- Ensure voltage and current being drawn conform with system specifications
- Arrange to have systems tested
- Allocate a technician to manage the standby kit to the Gaffer's requirements during shooting
- Ensure battery charging protocols are followed
- Liaise with Generator Operator regarding fuel levels and service hours
- Assist lighting team to identify faults or reasons for equipment failure
- Arrange for replacement equipment or parts when required
- Ensure lighting equipment is secured and covered at the end of shooting
- Ensure all derigging is completed and the work area double checked

5. Manage lighting department paperwork

- Follow a system so that the latest versions of schedules and scripts are referred to
- Report the impact of changes to the Gaffer and Director of Photography and suggest changes to plots, plans and patch lists
- Discuss schedule and script changes that will impact on Lighting Department with Production
- Update plots, plans and patch lists to reflect any changes
- Keep records of all paperwork and subsequent changes
- Ensure current plots, plans, patch lists and other department paperwork are distributed to the right people
- Ensure crane licenses, road closures, access rights and facilities are in place
- Forward driver and operator licence copies and ensure drivers and machinery operators are added to production insurance policies
- Collate relevant specifications, operation manuals and reference materials for machinery and equipment
- Agree petty cash requirements and procedures
- Sign off and forward Lighting Department purchase orders, supplier invoices and crew timesheets
- Pass details about ordering generator fuel to the Generator Operator
- Collate and share evidence of formal electrical safety tests
- Complete insurance claim forms
- Liaise with 2nd Assistant Director about advanced schedule changes and additional requirements for labour, radios, parking, transport and catering

6. Support health, safety and welfare of self and crew

- Ensure industry recognised and production specific health and safety policies are being followed
- Ensure Industry recognised, and production specific working practices are observed and instigated such as access control measures when crew is working at height
- Agree action to address health and safety breaches or repeat offenders with the Gaffer
- Make sure self and crew dress appropriately and use required personal protective equipment (PPE)
- Familiarise self with latest versions of risk assessment method statements (RAMS)
- Identify and report any close calls, accidents or breaches to health and safety, rectifying issues to prevent reoccurrence when applicable

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| <ul style="list-style-type: none">• Help crew members to report any safety items used so they can be replaced• Identify team medic, location of hospital and mental health first aider if there is one• Log close calls or accidents in the accident book• Ensure clean facilities and water is available at each location• Assist victims or witnesses to bullying or harassment and complete reports |
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Role specific skills:

- Liaising with Production to balance the needs of the production and crew
- Specifying lighting machinery and equipment
- Planning, controlling and managing logistics of lighting crew and equipment
- Monitoring, updating and circulating plots, plans and patch lists
- Rigging and derigging lighting equipment
- Adjusting and operating lighting equipment

Other / Transferable Skills:

- Communication. Liaising with lighting suppliers and other departments about requirements and the implications of lighting work and following radio etiquette when using the radio
- Organisation. Following call sheets and movement orders keeping own timesheets and preparing and submitting invoices
- Administration. Completing, filing and circulating all department paperwork including but not restricted to contracts, licences, timesheets, insurance documents, purchase orders, hire agreements, production schedules, petty cash, safety certificates
- Problem-solving. Methodically identifying the causes of faults in equipment
- Securing work. Collating proof of competency and experience, establishing and negotiating rate, and clarifying and approving deal memo and contract
- Driving. Driving production-controlled vehicles and operating licenced machines, keeping logs of operation and reporting defects and accidents.
- Managing people. Securing, supporting and assisting crew.

Attributes

- Resilience, Enthusiasm and Curiosity - Adapts positively to changing work priorities and patterns, ensuring deadlines continue to be met. Is proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production while ensuring crew are looked after and follow standard procedure.
- 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. They will be respectful and inclusive of others, and meet the ethical requirements of their profession.
- Flexibility - Willing to both listen and respond to changing priorities and working requirements as required, while at all times maintaining high standards in a constantly changing production environment.