
Overview

This standard involves arranging for and technical and craft crew members during shoots on location. This could apply to any type of production including feature films, TV dramas, commercials, documentaries, sports coverage, outside broadcast and live or stage events. Crew members may include those involved with sound recording, lighting, VT operation, vision operation, television engineering, grips, riggers, special effects, those involved in the provision of stabilised, aerial and underwater operations, and any others with specialist skills and equipment.

This includes arranging for crew with the required skills, allocating them to the correct positions, supervising them throughout shoots, dealing with weather and other environmental issues, managing meal and welfare breaks, making sure they comply with health and safety requirements, resolving issues and liaising with production and other departments.

This standard is for anybody who arranges for and supervises technical and craft crew members during shoots on location.

Performance criteria

You must be able to:

1. arrange for crew with specific or specialist skills required for productions to be booked
2. check that there are sufficient staff to fill required operational positions and cover any required meal or welfare breaks
3. check that crew are aware of, and follow relevant Health and Safety legislation, risk assessments and other instructions for equipment in use and for safe methods of working
4. check that any required Personal Protection Equipment has been supplied and is being used by crew in line with manufacturers' instructions
5. check that any required environmental protection for equipment is being used in line with manufacturers' instructions
6. advise production team about travel time allowance to and from locations at appropriate times
7. communicate technical rigging requirements to crew members and make sure all rigged equipment functions in accordance with production and safety requirements
8. allocate crew to operational positions which take into account their specific or specialist skills
9. give production team sufficient notice of scheduled meal and welfare breaks which will affect production schedules
10. organise crew rotation through operational positions in order to allow for meal and welfare breaks
11. keep crew informed of current production schedules at all times
12. supervise and co-ordinate whole team throughout shoots, giving feedback and advice to crew members at appropriate times
13. mediate and resolve any conflict of interest between team members and others involved in productions
14. respond to all health and safety queries connected with your area of responsibility without delay
15. advise production team and other departments about the application and operation of the skills in your area of responsibility at appropriate times

Knowledge and understanding

You need to know and understand:

1. the crew requirements of the production
2. the production schedule, including any changes that may arise during the shoot
3. the technical requirements of the production, relevant to camera equipment, rigging and operation
4. the arrangements for booking crew
5. how to identify crew with any specific or specialist skills which may be required
6. whether Personal Protective Equipment is required for staff, and when to use it
7. appropriate times during shoots to communicate with crew members, production and other departments
8. the legal requirements for meal and welfare breaks and how to plan for them
9. how to identify crew who would need additional support or advice
10. how to make best use of the specific strengths and skills of the crew working to you
11. how to communicate tactfully and diplomatically, and how to resolve conflicts of interest between creative individuals
12. how to co-ordinate a team to ensure a consistency of programme style
13. how to monitor performance of crew working to you
14. the relevant Health and Safety legislation, risk assessments, and other instructions for the equipment in use, the safe methods of working and how to apply them, including any rearrangements due to inclement weather or other environmental difficulties
15. whether environmental protection is required for any equipment, and when to use it
16. production procedures relating to travel time allowance

SKSC17

Arrange for and supervise technical crew during shoots on location



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