



THE PRODUCTION GUILD



PG PROGRESS – ASSISTANT CO-ORDINATORS

The Production Guild is delighted to open recruitment for PG PROGRESS – ASSISTANT CO-ORDINATORS I. Supported by the Skillset Film Skills Fund, as part of A Bigger Future 2, the scheme will be held at the PG offices at Pinewood Studios for 10 participants from 19th March to 30th March, 2012

Please note that if you are not available for these dates, PG PROGRESS – ASSISTANT CO-ORDINATORS II will be run in November 2012

The scheme is open to applications from 6th February to 9th March, 2012. Please ensure that you send your completed Application and Diversity Monitoring Forms before the closing date of Friday 9th March by email to PG@Productionguild.com or by post to:

Fran Triefus
PG Training & Development Manager
The Production Guild of Great Britain
Pinewood Studios
Pinewood Road
Iver Heath
Bucks SLO 0NH

APPLICANT GUIDANCE AND APPLICATION FORM

Course Objective

Following the very successful new entrants Assistant Co-ordinators scheme delivered by the Production Guild, PG PROGRESS - ASSISTANT CO-ORDINATORS has been re-designed as a short course programme of continual professional development covering the key disciplines of the Assistant Co-ordinator role.

Delivered through short courses, on-line resources and personal coaching provided by key UK physical production talent, PG PROGRESS will enable participants to gain the necessary skills and knowledge to make the transition to Assistant Co-ordinator.

The Production Guild has worked closely with leading film & television Line Producers, Production Managers and Production Co-ordinators to ensure that all course content reflects current industry best practice. We have also cross-referenced the course content against the Skillset National Occupational Standards for Production as a further means of confirming its currency and relevancy. A full copy of the Skillset Production Standards can be found on www.skillset.org/standards.

PG PROGRESS is funded through the Skillset Film Skills Fund, as part of A Bigger Future 2, and by selected participants' fees. The Skillset Film Skills Fund is supported by the National Lottery through the BFI and the film industry through the Skills Investment Fund (SIF).

This programme will ensure that participants will:

- Be guided and mentored by respected and established colleagues
- Gain a better understanding of the processes of production, office management practices, moving people and equipment nationally and internationally, Technical knowledge of film production and equipment, Contracting and Insurance, managed migration and Child Licences
- Share knowledge, experience and concerns with colleagues and peers;
- Examine how professional practices are done and understood in both the UK and abroad;
- Further their awareness of human resources management;
- Gain a deeper understanding of legislation, union agreements, insurance and health and safety legislation;
- Learn through simulation away from the pressure of everyday production;
- Benefit from an immediate and hopefully long-term support network;

A previous graduate states: *"I really found useful the detailed explanations of the production paperwork. It was great to go through the stages of production and the expected tasks of an Assistant Production Co-ordinator"*

The Course

The programme is structured as 10 days of training which will be a mixture of lectures, demonstrations, practical exercises and visits to suppliers and facilities. Substantial reference material will be made available on-line through the Production Guild website and participants will be expected to invest their own time in becoming conversant with this material and to map their competences against the Skillset National Occupational Standards in Production.

This course will look in great detail at the knowledge and skills of the Production Co-Ordination team and will aim to cover the following topics:

Setting up and Office
Equipping the Production Team
Equipping and servicing other departments
Booking offices and workshops
Booking Stages
Creating Archive and Production Records
Research required to services film script
Copyright and Clearances
Cast – Medicals and Costume Fittings
Pre-Production Schedules
Scheduling
Recess
Pre-Production Meeting
Camera, Lights, Grip and Prop Equipment
Hotels
Travel – Air, Rail, Vehicle and Ships
Carnets
Foreign Personnel and Certificate of Sponsorship
Working with Children / licensing and legal compliance
Distribution of information – who needs what, when?
How various factors might affect the timing and sequence of tasks.
Call Sheets, Movement Orders and Progress Reports
Extra Equipment and Crew – booking and tracking
Production Transport
Film Stock / HD knowledge and tracking
Returns
Closing down Production and handing over to Post-Production Crew
Insurance and Contracts
Health and Safety
Assertiveness and resolving conflict

Criteria for Selection

The course is designed for applicants who have experience and credits in their current grade and are keen to progress to the next stage in their career. We would expect the following grades to apply; Production, Floor and Location Runners and Junior Assistants on feature films and television dramas. Applicants must be able to supply at least one referee from an experienced industry practitioner.

In the event that we receive more qualifying applications than places available, a selection committee of Production Managers and Production Co-ordinators will select the 8 participants.

Mentoring & Networking

Throughout the duration of the course, there will be opportunities for all participants to have mentoring sessions and all participants will be invited to a Production Guild networking event.

Diversity Monitoring Form

The Production Guild is committed to assisting the industry tackle the issue of under-representation of women, ethnic minorities and people with disabilities within the current workforce. Please take the time to complete the Diversity Monitoring Form as this will allow us to evaluate and monitor whether our information, marketing and promotional activities are reaching the audiences we seek to reach.

Cost

This 10 day training course is available to participants for a fee of **£350 + VAT** and is subsidised (the full cost of delivery is over £3500 per person) because the scheme has been funded by the Skillset Film Skills Fund as part of A Bigger Future 2. We anticipate that there will be a great demand for places and would appreciate early submissions to process applications.

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Fran Triefus

PG Training & Development Manager

The Production Guild

Pinewood Studios,

Pinewood Road,

Iver Heath, Bucks SL0 0NH

3. Please outline your reasons for applying and your suitability to be an Assistant Production Co-ordinator

3. Please state briefly your immediate and longer-term career objectives in film production.

4. Outline any form of previous training in film / television or related areas.

5. Brief Career details and attachment of CV.

(This application will not be considered without a copy of your CV)

7. Name, Contact No and Email Address of at least one Referee (Line Producer, Production Manager or Production Co-Ordinator)with whom you have worked.

Please countersign and date the form below. Please ensure that this form is returned to The Production Guild, Pinewood Studios, Pinewood Road, Iver Heath, Bucks SL0 0NH no later than Friday, the 9th March, 2012

Signature: Date:.....



DIVERSITY MONITORING FORM

The Production Guild of Great Britain operates a Diversity Policy based on selecting people on merit. The information provided on this form will be treated as strictly confidential and will be used for monitoring purposes only.

PG PROGRESS – Assistant Co-Ordinators		
Course applied for:		
How did you find out about the course:		
Please state whether you are:	Male	Female
Do you consider yourself to have a disability?	Yes	No
If you do have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you?		
Please tick below the description which most closely fits your ethnic origin:		
White – UK/Irish/Welsh	White - European	
White - Other	Black - Caribbean	
Black – African	Black – Mixed / Other	

Indian	Bangladeshi
British Indian	Chinese
British Bangladeshi	
British Pakistani	
Pakistani	
Any other ethnic group, please state:	

SIGNED: **Date:**