



THE PRODUCTION GUILD



PG PROGRESS III – PRODUCTION MANAGEMENT

The Production Guild is delighted to open recruitment for PG PROGRESS III – PRODUCTION MANAGEMENT. 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 9th January – 8th February, 2012.

Please note that if you are not available for these dates, PG PROGRESS IV – PRODUCTION MANAGEMENT will be run in October 2012.

The scheme is open to applications from 24th October to 9th December, 2011. Please ensure that you send your completed Application and Diversity Monitoring Forms before the closing date of Friday 9th December 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 SL0 0NH

APPLICANT GUIDANCE AND APPLICATION FORM

“The job has changed. It’s no longer creative – it’s all about money and fire-fighting at the bottom line of the budget. That’s why training is so important. We need people with know how.”

Head of Physical Production, a leading UK Independent

“ I wish this programme had been available when I made the transition from Production Co-ordinator to Manager. It would have given me much more confidence in my abilities. We had to learn by trial and error.”

Course Objective

PG PROGRESS is an individually tailored programme of professional development covering the key disciplines of the film production management role and has been developed by the Production Guild.

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

The Production Guild has worked closely with leading film & television Line Producers and Production Managers 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 Management 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 scheduling, budgeting and the implications that has on the production process;
- 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;
- Become more aware of what can be achieved with vfx and post production;
- Learn through simulation away from the pressure of everyday production;
- Benefit from an immediate and hopefully long-term support network;

“ Having worked on the floor I knew a lot about scheduling, but very little about paperwork and financial information. I was lucky that I was taught all of this by a top Production Accountant. It’s really wonderful that PG PROGRESS is available for the next generation of Production Managers.”

UK Line Producer, formerly a 2nd AD

Criteria for Selection

The course is designed for applicants who have substantial experience and credits in their current grade and we would expect the following grades to apply; 1st and 2nd Assistant Directors, Location Managers, Production Co-Ordinators, Production Accountants and Post Production Supervisors. Applicants must supply referees.

In the event that we receive more qualifying applications than places available, a selection committee of Line Producers and Production Managers will select the 10 participants.

The Course

The programme is structured as 23 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 Management.

1. Foundations of Production Management Course

This course will present the global environment of Production Management - what are the roles, functions and responsibilities of the production manager from the very earliest part of pre-production, through the shooting process and into post-production.

The course aims to de-mystify those 'grey areas' that delegates from the floor, locations and the office bring to the programme, and to consolidate and build upon delegates' knowledge of the entire physical production chain so that they achieve a common understanding of the PM 360 Degree Role and View.

Topics covered will include:

- Breaking down the script
- Scheduling the script
- Budgeting the script
- Casting
- What crew and equipment do you need.
- Working with creative departments
- Music and copyright
- Trade union agreements
- Cost versus ambition
- Project and people management
- Delivery requirements and responsibilities

Building on the Foundation course, each course described below will go into greater depth and detail of the specific subject. Exercises and case studies will be used to illustrate and highlight the points being made. Across PG PROGRESS, each delegate will be able to build up a comprehensive set of PM template documentation to take forward into employment.

2. Movie Magic Scheduling for Film & Television Dramas

Using our 'training' script, delegates will commence practical exercises and be led through the processes and pitfalls of scheduling a film. By the completion of this module delegates will then schedule a fully financed short film.

- Understand and be able to use MM Scheduling
- How to break down a script
- Translating your breakdown into a schedule
- What factors will affect your schedule

3. Production Budgeting/Financial Controls

This two courses will examine in detail production budgeting and cost controls. Delegates will be taught how to budget their script, work closely with the Production Accountant and understand and process financial information, and the financial checks and controls that need to be in place in support of production.

- Understand and be able to use MM Budgeting
- Budgeting your script and keeping your schedule to the budget
- Negotiating with suppliers and crew
- Working with the production accountant
- Reading and understanding accounting reports

4. Post Production Routes & Costs / Introduction to VFX

This course will equip delegates with knowledge of current technologies and costs and look at the processes that take the film to final delivery after the PM has handed the production over to the Post-Production Supervisor.

- An in-depth look at the different technologies available and their costs.
- Post-production sound, visual effects, music & deliverables
- Post Production schedule and processes

5. Leadership / Resolving Conflict on Production

This course will provide delegates with a greater understanding of leadership techniques and resolving conflicts on production;

- Identify types of conflict
- Impact on productions – internal / external environments
- Above the line issues
- Below the line issues

- Understanding motivation
- What is a leader – is leadership a relevant concept
- Specific skills
- Team building
- Understanding group behaviour
- Transactional / transformational leadership
- Importance of behaviour / irrational behaviour

6. Production Health & Safety Management and Practice / First Aid

These courses aim to bring delegates up to best industry practice in Health and Safety management.

- Production responsibilities for Health and Safety
- Establishing a Management System for Health and Safety
- UK and EU Legislation
- Risk assessments – who does them, who gets them, who checks them
- Creating Risk Assessments
- Roles of HS Advisors on Production
- Emergency First Aid in the Workplace

7. Management Techniques and Practices

Led by leading media management consultants, this is a 'back to basics' course aiming to equip delegates with essential management skills.

- What are management skills ?
- Management Styles – Causes & Effects
- Delegating work loads effectively
- Hiring and Firing

8. Production Legal Requirements & Insurances

Led by leading legal and insurance specialists, delegates will examine different forms of contracts, legal terms and measures and understand liabilities and responsibilities as applicable to the practice of physical production.

- Bond delivery requirements
- Contracts – crew, location, cast
- Production & Talent Agreements – what are the agreements, what do they mean to production and what happens if....?
- Child licences – who takes responsibility
- Insurances – adequately covering the production, what do you need, how do you get it and what happens if something goes wrong.

9. Trouble Shooting

This course will be exercise and case-scenario driven, providing selected delegates with the “inside deal” in identifying production management “hot spots”, and offer delegates tried and tested strategies and solutions used by the most successful PMs in the business.

Issues to be covered will include:

- Crew relationships
- Conflict with ‘Creatives’ and/or key departments
- Runaway budgets
- Emergency re-scheduling
- Making an insurance claim

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 i are reaching the audiences we seek to reach.

Your completed Diversity Monitoring Form will be separated from your application when it goes forward to the selection panel for consideration. All applications will be judged solely against the published trainee specification.

Cost

This 23 day training course is available to participants for a fee of **£1000 + VAT** and is subsidised (the full cost of delivery is over £5000 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.

The scheme is open to applications from 24th October to 9th December, 2011. Please ensure that you send your completed Application and Diversity Monitoring Forms before the closing date of Friday 9th December, 2011 by email to PG@Productionguild.com or by post to;

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PG Training & Development Manager

The Production Guild

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THE PRODUCTION GUILD



Awarding funds from
The National Lottery®

skillset

PG PROGRESS -PRODUCTION MANAGEMENT III

PLEASE ENSURE THAT A FULL AND CURRENT CV IS ATTACHED WITH THIS FORM

1. Your Contact Details

Name:	Home Tel:
Address:	Mobile:
Post Code:	E-Mail:
Date of Birth:	

2. Current Job and Duties – please give as much detail as possible to enable us to gauge your levels of responsibility

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3. When did you enter the Film/TV industry?

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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 applications will not be considered without a copy of your CV with at least three credits in your current grade)

5. If you are not currently freelance, please give details of your employer

Name:

Address:

Tel No:

6. Please indicate below who should be invoiced for courses i.e: you or your employer

7. Name, Contact No and Email Address of Referee (Practicing Producer, Line Producer or Production Manager)

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 December, 2011

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.

Course applied for:			PG – PROGRESS III – Production Management
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:**