



Production Assistant

WIFI
Women in the Film Industry



Learning Outcomes

On completion of this module, you will gain the following knowledge, skills, and attitudes:



Production Assistant	Knowledge	Skills	Attitudes
	<ul style="list-style-type: none"> • Basic knowledge of the roles and responsibilities of an Production Assistant in the film industry. • Basic knowledge of how to become an Production Assistant and be highly recognised as one. • Factual knowledge of the creative requirements of an Production Assistant in the film industry. • Theoretical knowledge of the nuances in being an Production Assistant 	<ul style="list-style-type: none"> • Define 'Production Assistant'. • Describe the key roles and responsibilities of an Production Assistant in the film industry. • Examine and critique the creative requirements of an Production Assistant in the film industry. • Define 'nuances' in of an Production Assistant. 	<ul style="list-style-type: none"> • Awareness of the important role an Production Assistant plays in the film industry. • Awareness of the process involved in becoming an Production Assistant in the film industry. • Willingness to examine the creative requirements of an Production Assistant in the film industry. • Awareness of 'nuanced' Production Assistanting



What is a Production Assistant

- Production assistants are responsible for the smooth administration and running of the production office.
- Production assistants can work full-time for broadcasters or for TV production companies but are often on a fixed-term contract.





What does a Production Assistant do?

- Production assistants work in the production management department and, depending on the type of programme being made, could be office-based, out on location or the person at the **director's** right hand. On large projects, production assistants support **production coordinators**, but on others may support **production managers, producers** or whole teams.





Tasks of a Production Assistant

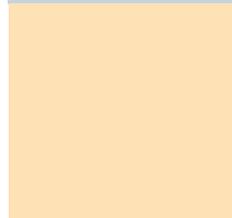
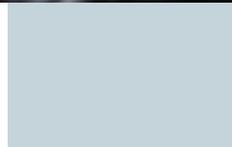
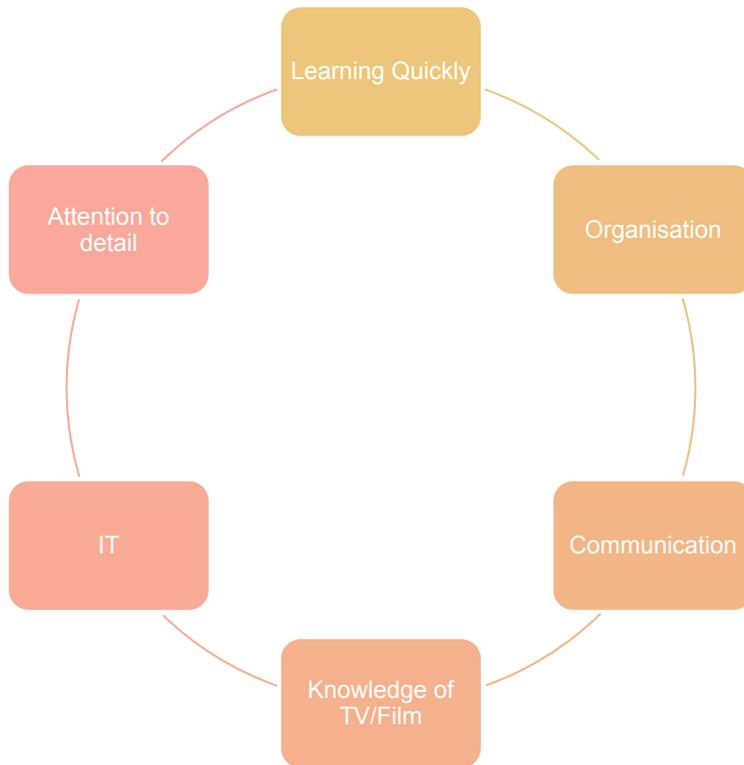
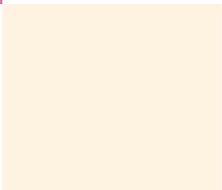
- Their role is varied and can include organising the production contacts list, making and taking calls, monitoring stock, ordering stationery and processing paperwork such as contracts, release forms and invoices. They manage timesheets, research and book travel, transport and accommodation, book meeting rooms, take minutes and arrange couriers, shipments and storage.





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Skills Needed for a Production Assistant





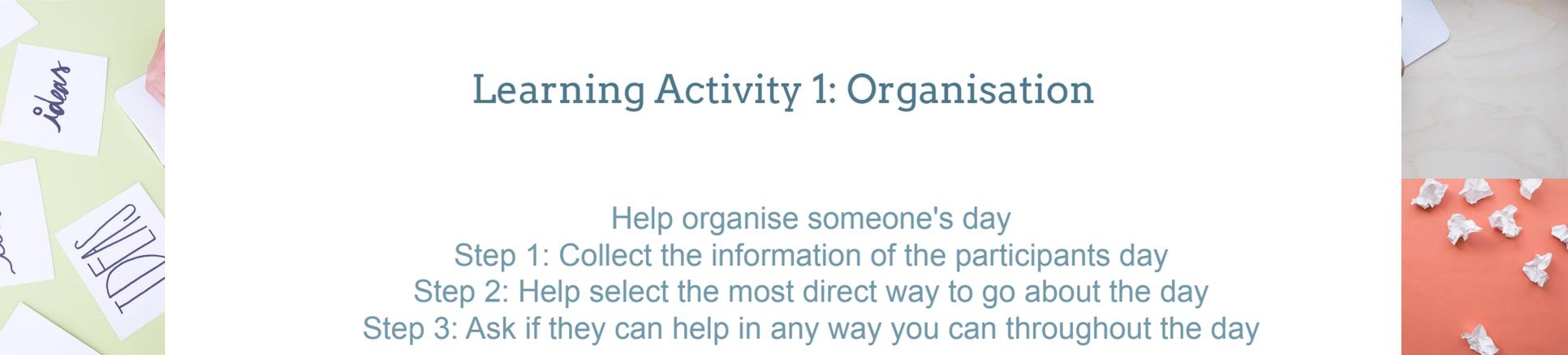
Learning Activity 1: Organisation

Help organise someone's day

Step 1: Collect the information of the participants day

Step 2: Help select the most direct way to go about the day

Step 3: Ask if they can help in any way you can throughout the day



Case Study: Georgina Vaughan

Georgina has a background in drama and theatre arts having performed as a young adult at both the Royal Shakespeare Company and the Edinburgh Fringe.

But getting a job in film and TV seemed “like a pipedream”, until she discovered the Centre of Screen Excellence: Yorkshire (CoSE:Y) Production Assistant Craft Course on the ScreenSkills website which led to a string of credits that means her career is now well under way.

An opportunity cropped up in Birmingham. She noticed that Sky was filming *The Colour Room* in the city. Whereas before she would have been hesitant to reach out, she found the production manager’s details from IMDB and emailed her saying she was doing the CoSE:Y course with the NFTS and was looking for experience.

“A member of the production team emailed me back and offered me a day of moving equipment around,” says Georgina. “It was great. I got to speak to the location guys, including one of the location managers, Martin Simms, who then lined me up with contacts on the BBC series *Doctors*.”





Case Study: **Production Assistant**

De-briefing Question 1

Production Assistants get put through a lot of stress and strain. What makes you believe you would be up for the challenge?

De-briefing Question 2

To get into the industry you have to start small, and work your way up.

What would your personal journey look like?

De-briefing Question 3

Rejection can be hard and tough to get over.

What is your strategy to cope with this?





Industry Profession Advice

Preparing to be a Production Assistant



<https://www.youtube.com/watch?v=9crxa47vvJ0>

Entry Level Entertainment



https://www.youtube.com/watch?v=Q3upqHBZ-B0&t=37s&ab_channel=CassThompsonCareerAdvice





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- **Always be on time.** They say if you're not early, you're late. Arriving to set on time is important and makes you look professional.
- **Listen carefully.** A big part of this job is the ability to listen. Whether someone is giving you a list of errands or someone is explaining the next shot, always be listening.
- **Ask Questions, always.** If you aren't sure how to do something you've been told to do – ask!
- **If you aren't busy, find something to do.** Always try to be busy on set. It's much better to keep yourself busy than to look like you're sitting around doing nothing
- **Be respectful to everyone.** Even if there's a crew member, client, or someone who is driving you crazy, it's very important to

Top Tips for being a Production Assistant

- **Food and Drink is important.** Keeping the crew and talent happy are essential, and food can play a major part.
- **Be a team player.** Everyone on set may have a different responsibility or role, but everyone is working together for the same ultimate goal.
- **Dress accordingly.** Wearing a nice black t-shirt or a casual button down, dark pants or jeans, and closed-toed shoes is usually a safe bet.
- **Have a positive attitude.** Most likely there are people who are way more tired than you are. Just remember that no matter your personal circumstances, staying positive is key.
- **Have FUN!** Don't be too stressed and remember to



Opportunities of being a Production Assistant

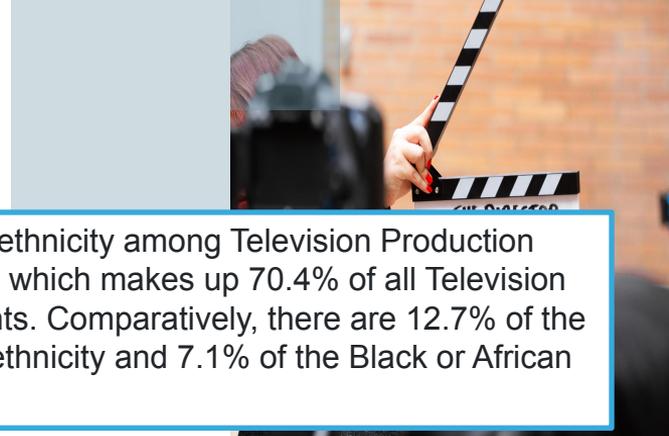
Getting to be
hands on at a film
set

The opportunity to
work with highly
skilled individuals
that can guide
and nurture your
progress

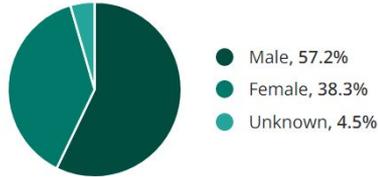
The chance to be
up close to your
favourite celebrity



Imbalances of a Production Assistant



Among Television Production Assistants, 38.3% of them are women compared to 57.2% which are men.



Gender ↕	Percentages ↕
Male	57.2%
Female	38.3%
Unknown	4.5%

The most common ethnicity among Television Production Assistants is White, which makes up 70.4% of all Television Production Assistants. Comparatively, there are 12.7% of the Hispanic or Latino ethnicity and 7.1% of the Black or African American ethnicity.



Television Production Assistant Race ↕	Percentages ↕
White	70.4%
Hispanic or Latino	12.7%
Black or African American	7.1%
Asian	6.5%
Unknown	3.1%
American Indian and Alaska Native	0.2%



- Clearly defined sections & bold headings
- Simple font and colour scheme
- Text broken up & plenty of bullet points
- No images or distracting design features



- Unclear layout, difficult to navigate
- Elaborate font and loud colours
- Large unbroken paragraphs of text
- Large photograph wasting space

StandOut CV

<https://standout-cv.com/pages/how-to-write-a-cv>

Learning Activity 2

Create you CV, showreels/portfolio and Cover letter

Step 1: Create your CV, by using Templates or your own design.

Step 2: Create content for the department you want to be in and make a showreel to highlight your skills.

Step 3: To show your talent and prove your worth succinctly, so recruiters can quickly see if you are a good match.



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<https://novoresume.com/career-blog/how-to-write-a-cover-letter-guide>

Dear Ms. Johnson,

With a formal background in marketing paired with my proven success in retail sales, I am looking to transition into public relations. I believe my skills and background make me an excellent fit for the position of Public Relations Specialist at your firm in the department of consumer goods.

Having used your products, I am already knowledgeable about your brand and your offerings. I have followed with excitement as you launched new fragrances for various celebrities and have introduced an edgy personality to your branding and product lines. I would bring both passion and knowledge to promoting your brand to the press and public.

Already trained in creating buzz, I was responsible for the social media content at my previous company when my team decided to participate in the winter sports fair given our new line of winter gear. We used social media to create interest in donating to our cause, and we raised more than \$25,000 for the event.

I am confident that the skills I developed in previous positions have prepared me for this opportunity with your firm. My experience in your products and my understanding of customer service and retail sales make me a great candidate for this opening. I would love to meet you and share more about my previous experience. If you have any questions, please give me a call at 323-456-4321 or email me at enzo@novoresume.com.

Thank you for your consideration.

Sincerely,
Enzo Fulgenzio

novoresume.com

<https://www.themobileindian.com/news/what-is-showreel-things-you-should-know>



SHOWREEL

Inspired by purpose, driven by conversation





Useful Resources – Top Tips

- **Production Guild.** The Production Guild of Great Britain helps bring film and TV drama professionals together.
<https://productionguild.com/>
- **BBC Academy.** Training and development designed to support the BBC and the wider industry to inform, educate and entertain
<https://www.bbc.co.uk/academy/>
- **StartinTV** exists to help production and presenting newcomers to the film and TV industry start and develop their careers.
<https://www.startintv.com/index.php>
- **Sky Early Starts.** Play a part in pioneering projects and make a difference from the get-go.
<https://careers.sky.com/earlycareers/>
- **4Skills.** Talent is everywhere. 4Skills seeks it out and gives it somewhere to grow.
<https://careers.channel4.com/4skills>
- **Grierson trust.** as well as encouraging factual TV talent through its Grierson DocLab and Grierson DocLab In Focus: Editing and Production Management training and mentoring schemes.
<https://griersontrust.org/>





End of Module

De-briefing Question 1

The determination to get into the industry must be steadfast, but reward may not appear quickly.

What methods should you have for a potentially lengthy wait?

De-briefing Question 2

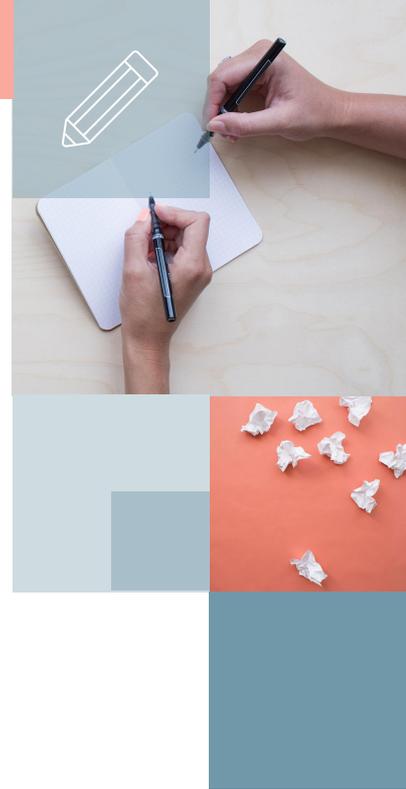
Being a Production Assistant has a large skillset to cover the bases of a day on set.

What are your strongest and weakest skills? What do you have to learn?

De-briefing Question 3

No job is too small in the film and Tv industry. Every role plays a part in the great machine of production.

Has your view of roles changed at all?



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