



training by
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Production Coordinator – Children’s TV

Description

Providing an introduction to all areas within Children’s TV, this extensive course looks at the essential skills and attributes of a good Production Coordinator. Learn how to make the best use of the talent and budget available and gain the necessary skills required for a successful career in production. It takes the form of tutorials, group discussions and practical onsite and offsite exercises allowing participants to put into practice the skills they have learnt.

This course is broken down into 4 parts. Classroom based learning, offsite learning, assessments and mentoring.

You will be taught in a classroom environment for 2 days covering all aspects needed for Production Coordination.

At the end of the 2 days you will be given a brief for a shoot that you will need to coordinate. You will be required to create a full shooting pack that includes everything required for that production. You will be required to log in to a secure server to complete the offsite learning.

This will then be assessed by the tutor and the other participants in a one-day overview classroom session. You will also have access to the tutor after the training has ended for additional support.

Who’s it for?

Those wishing to further their skills and careers in production within Children’s TV.

What you’ll learn

- Roles and Responsibilities
- Pre-Production
- Basic (Technical) knowledge of Broadcast Equipment
- Risk Assessments
- Booking Crew and Heads of Department (including who does what, assessing suitability & rates)
- Working with children – Licenses, H&S, chaperones, legal working hours, CRB checks, permissions
- Creating Call Sheets and Cast & Crew Contact Sheets

- Float and Petty Cash
- VAT
- Casting (including working with Casting Directors and how to organise a casting)
- Locations & Recce'ing
- Expectations and responsibilities of a P.A. on the shoot
- Logistics - moving people and equipment around nationally and Internationally – human resources management
- Working Hours, Legal Breaks & Time Off the Clock
- Striking the shoot and managing the get-out

Duration & class size

The course length is 41 hours broken down over 5 days and is for a maximum of 8 participants.

Part one – Onsite classroom training for 2 days (16 hours)

Part two – Offsite individual learning – Create shooting pack (16 hours)

Part three – Onsite assessment of assignments (8 hours)

Part four – Mentoring (1 hour)

Cost

Discounted rate (with Skillset funding) **£166.66 (Ex VAT)**

Please note the course must be fully completed to receive funding. Delegates who do not finish the workshop will be charged the full amount of £333.32 (Ex VAT).

Cancellation

Any cancellations made within one to seven days of the course start date will incur a 100% cancellation fee and any made between eight and thirty days will incur a 50% cancellation fee. In all circumstances Alias Hire require written notification of any cancellation requests.