

Screen Guilds of Ireland
Competency Framework

Set Decorating Department



Fís Éireann
Screen Ireland





Set Decorating Department

Roles

1. Set Decorator
2. Assistant Set Decorator
3. Production Buyer
4. Assistant Production Buyer
5. Petty Cash Buyer
6. Trainee Buyer

Set Decorator

The Set Decorator is the HOD of the Set Decoration Department and responsible to the Production Designer, Director and producer and PM. Their role, although primarily a creative role, also involves a considerable ability to plan and organise the workflow of the department, collaborate with other creatives and with many other departments to achieve the look and realise the director's vision. The Set Decorator's work is very closely linked to that of the Production Designer, they will usually be engaged on a film or TV production around the same time, early in the preproduction stage known as "Prep". During this time they will collaborate with the designer to research and develop the "look" and work out how to make best use of the resources available to them. Their role requires constant collaboration with other departments to establish the full extent of the Set Dec remit in terms of schedule, budget, VFX, Special Effects and other production requirements. Also within their purview is the management of their negotiated budget allocation and supervision of the work of their department. Having interviewed and selected their team the decorator will set about procuring, fabricating, and otherwise gathering the props and décor necessary to dress the sets either in studio or on location and give life to the characters and settings of the narrative. They will set a dressing schedule in collaboration with the Prop Master and lead the dressing team to deliver the sets "camera ready" in advance of shooting, as determined by the shooting schedule or rehearsal requirements. The role of the decorator requires a flair for design, attention to detail, excellent financial management skills and the ability to motivate and lead others.

Key tasks:

1. Makes preparations for shoot during Pre-Production/
Determine the brief for the LOOK:
 2. Hires, leads, and manages personnel according to the requirements of each production. Sets up the department.
 3. Prepares a plan for the dress/strike schedule according to the shooting schedule.
 4. Presentation and running of each set during prep and shoot.
 5. Manages and supervises clear communication both within own and toward other departments to fulfil the visual and technical requirements of the production.
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Task statements

Task statement 1:

Makes preparations for shoot during Pre-Production and determine the brief for the LOOK.

Associated activities

- ✓ Reads and analyses the script to ascertain style, mood, story points, references etc.
- ✓ Researches and develops the brief with the Designer
- ✓ Determines the scope and genre of the budget
- ✓ Negotiates budget.
- ✓ Attends reces and pre-production meetings.

Task statement 2:

Hires, leads, and manages personnel according to the requirements of each production.

Associated activities

- ✓ Knowledge of Irish crew and ability to go through CVs to assemble the best team for the job.
- ✓ Leads and motivates the team and able to deal with conflict in the workplace
- ✓ Manages workflow and overtime
- ✓ Understands and implements workplace agreements and policies.

Task statement 3:

Prepares a plan for the dress/strike schedule according to the shooting schedule.

Associated activities

- ✓ Reads and analyses script for a set decoration perspective – identify genre, story structure, character arcs, turning points etc
- ✓ Creates a set by set breakdown of the script which will evolve into a series of lists of set dressing elements, each of which are budgeted, designed, built and sourced
- ✓ Works with the Prop Master on the dress/strike schedule according to the shooting schedule
- ✓ Works with other departments to develop a schedule of fabricating and procuring the set dressing elements

Task statement 4:

Presentation of each set through prep and shoot, with extensive design skills and education.

Associated activities

- ✓ Presentation of sets during pre-production, showing key props and dressing to the Director
- ✓ Discusses what will/won't work, what the limitations are, offering alternative options accordingly
- ✓ During principal photography, shows the Director into the dressed set prior to filming
- ✓ Talks through logistics and functions of the set and discusses capabilities as per script requirement and design brief.
- ✓ Runs sets during shoot to convey passage of time/serial TV schedule requirements

Task statement 5:

Manages and supervises clear communication both within your own and toward other departments to ensure smooth running of the department.

Associated activities

- ✓ Excellent knowledge of the workings of the set and who's who in each department
- ✓ Communicates clearly with fellow Key Department heads.
- ✓ Supervises and manages outsourced workers such as food stylists, fabricators, etc
- ✓ Supervises the work of Assistant Set Decorators, Prop Master, Buyers, Budget Tracking, Drapes, Practical Sparks, prop makers and all external manufacturers
- ✓ Delegates and outsources work to other team members/other departments/ancillary companies

Technical competencies

Area	Indicators	
Skill in breaking down scripts to identify Set Decoration requirements	✓	Can critically evaluate set decoration requirements in each script and break it down to assess them
	✓	Ability to read and understand the shooting schedule in order to create a set by set breakdown and plan dress/strike plan to facilitate
Design skills and education	✓	Can apply decorating and textile trends
	✓	Understanding of Colour Theory
	✓	Understanding of Mechanics of machinery and technology
	✓	Can research Period details – if a period production
	✓	Can create spatial furniture layouts for film.
Excellent Technical knowledge	✓	Demonstrates understanding of camera angles, lenses, aspect ratios and set lighting
	✓	Has a good understanding of Script continuity
Broad knowledge of computer relevant programmes	✓	Understanding of and ability to use Microsoft Office
	✓	Proficient in Vector works, CAD, Photoshop, Illustrator and Sketchup
Skills in visual communication	✓	Ability to produce digital mood boards
	✓	Ability to read DWGs and produce dressing plans
Skills in Negotiation	✓	Can Negotiate budgets, work schedules and labour with producers and production managers
Skilled in promoting visibility	✓	Can promote the project through interviews, networking, EPKs and more
Inherent knowledge of budgeting	✓	Can negotiate effectively when spending in order to get the best deal
	✓	Can work within budget.
Construction knowledge	✓	Can understand construction practices - Weight/Structure/Scale
Health and Safety	✓	Has excellent understanding of health and safety policies and protocols.

Assistant Set Decorator

Support the set decorator and where necessary assume the responsibilities of the decorator when they are not available. Reports to the Set Decorator and creates a link to all other department personnel communicating the design brief and gathering information on behalf of the decorator. Their main role is to project manage the fabrication of props and elements of décor as per the requirements of the Set Dec design brief, construction drawings and shooting schedule. They will prepare the dressing required for each set in collaboration with the prop-master and block in the dressing on set as per the instruction of the Set Decorator and according to issued dressing or construction plans. The role requires an intuitive attention to detail and the ability to compile thorough breakdowns, manage project schedules and communicate complex information to several other departments on an on-going basis. A successful Assistant Set Decorator is a good multi-tasker, well-organised, able to prioritise and delegate efficiently, and oversee the completion of work.

Key tasks:

1. Provides support to Set Decorator across all aspects of their job.
 2. Creates Mood Boards and Visual Presentation
 3. Draws up and distributing makes and dressing plans
 4. Data management, digital and paper filing
 5. Dress sets and photograph for reference
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Task statements

Task statement 1:

Provides support to Set Decorator across all aspects of their job

Associated activities

- ✓ Knowledge of the Set Decorators job and ability to assist them accordingly across the board
- ✓ Analyses script for a set decoration perspective – identifies genre, story structure, character arcs, turning points etc
- ✓ Knowledge of Excel and Google Sheets for budgeting and breakdown purposes.

Task statement 2:

Creates Mood Boards and Visual Presentations

Associated activities

- ✓ Interprets diverse Period Styles for the screen
- ✓ Sources and compiles materials to present to the Director

Task statement 3:

Draws up and distributes makes and dressing plans

Associated activities

- ✓ Draws up and issues special Prop/SetDec makes.
- ✓ Draws up and distributes dressing plans
- ✓ Reads drawings and surveying.

Task statement 4:

Draws up and distributes makes and dressing plans

Associated activities

- ✓ Understanding and management of clearances
- ✓ Compile notes/photos/lists from tech recces and combine with Art Dept Notes

Task statement 5:

Dresses sets and keeps photographs for reference

Associated activities

- ✓ Dresses sets according to directors brief and dressing plans
- ✓ Keeps continuity photographs for each set.

Technical competencies

Area	Indicators	
Knowledge of relevant computer software	✓ ✓ ✓	Ability to use Sketchup, vectorworks and other design software Proficient in Excel and Google Sheets Can use Dropbox/Sync on set
Departmental and Research skills	✓ ✓	Can research different décor styles and periods that might be relevant to a given production. Can keep the white board updated with schedule changes, weapons, animals vehicles – during prep, post and shoot
Skilled in visual creativity	✓ ✓	Has a good eye for detail Ability to create visually impressive mood boards and presentations.
Excellent knowledge of Cinematography and colour theory	✓	Can use this knowledge to maximise the impact of sets created.
Demonstrated excellent knowledge of new technologies	✓	Understanding processes of CNC routing, laser cutting, and 3D printing
Health and safety	✓	Can understand and enforce health and safety protocols
Skill in breaking down scripts to identify Set Decoration requirements	✓ ✓	Can evaluate set decoration requirements in each script and break it down to assess them Ability to read and understand the shooting schedule.
Design skills and education	✓ ✓ ✓ ✓ ✓	Can apply decorating and textile trends Understanding of Colour Theory Understanding of Mechanics of machinery and technology Can research Period details – if a period production Can create spatial furniture layouts for film
Excellent Technical knowledge	✓ ✓	Demonstrates understanding of camera angles, lenses, aspect ratios and set lighting Has a good understanding of Script continuity
Construction knowledge	✓	Can understand construction practices - Weight/Structure/Scale



THE SQUASH COURT

Braids
Zweed

Production Buyer

The prop buyer is responsible for procuring scripted and unscripted props and set dressing appropriate to the period in accordance with the vision of the designer and/or the set decorator. The buyer must deliver this within the constraints of time and budget. The buyer coordinates the collection and return of all dressing and prop elements with the prop master and freight companies. The buyer's role requires collaboration with other departments throughout the prep, shoot and wrap and relies on clear communication of information between the departments such as props, accounts, AD's, costume and production. The buyer must have the ability to be flexible in changing circumstances and respond efficiently to meet the demands of schedules, scripts and locations. Planning and organisational skills are critical as the buyer is responsible for the daily running of the buying team and processing of all related paperwork both digital and hard copy. Excellent communication and negotiation skills, diligence and the ability to work in a fast-paced high volume environment are the hallmarks of a successful buyer.

Key tasks:

1. Assembles a breakdown of the props needed for the production
 2. Hires and purchases prop requirements
 3. Keeps documentation and computer files up to date as required by production
 4. Manages interdepartmental relations
 5. Tours European and UK prop houses, assessing suitability of props to facilitate requirements
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Task statements

Task statement 1:

Assembles a breakdown of the prop requirements for the production.

Associated activities

- ✓ Reads and analyses the script from a prop perspective
- ✓ With the set Decorator creates set by set dressing lists
- ✓ Works within the confines of a given budget
- ✓ Maintains communication with production regarding requirements and spend.

Task statement 2:

Be responsible for hire and purchase of prop requirements.

Associated activities

- ✓ Understands and interprets prop requirements of the Set Decorator
- ✓ Negotiates with suppliers and rental houses in order to stay within budget
- ✓ Understands the schedule and liaise with the Prop Master for collection and return of hired assets to facilitate the shooting schedule
- ✓ Processes orders – DPOs and transport logistics.

Task statement 3:

Keep documentation and computer files up to date as required by production.

Associated activities

- ✓ Keeps digital and paper records of all transactions
- ✓ Tracks all hire and purchased props
- ✓ Liaises with production designer, accounts and art department to ensure that they are aware of spend
- ✓ During wrap, provides inventory of loss and damages, prop photographs, continuity, assets.

Task statement 4:

Manage interdepartmental relations

Associated activities

- ✓ Maintains relationships with key members of other departments
- ✓ Understands of who does what in other departments – props/SFX/costume/stunts/VFX/modelmaking

Task statement 5:

Tours European and UK prop houses, assessing suitability of props to facilitate requirements

Associated activities

- ✓ Forms good working relationships with Prop Houses
- ✓ Demonstrates knowledge of various styles of props available in the different prop houses, where to go to find what is required.
- ✓ Assembles and files information relating to prop selections.

Technical competencies

Area	Indicators	
Budgeting Skills	✓	Can understand and use google sheets and advanced excel
	✓	Can understand the confines of a given budget and work within
Computer Skills and knowledge of relevant software	✓	Can use Sync on Set
Knowledge of paper and Digital Filing	✓	Can keep records throughout the productions that are easy to follow and find information regarding props
	✓	Can keep track of any loss/damages incurred at the end of the shoot
Understanding of Legal requirements	✓	Can keep on top of clearances and understand what is OK to use and what is not
	✓	Has basic understanding of clearance and product placement
Health and Safety	✓	An inherent understanding of health and safety protocols
	✓	Can understand and enforce health and safety protocols
Knowledge of relevant computer software	✓	Can use Excel and Google Sheets
	✓	Can use dropbox/Sync on set
	✓	DPO System
Research skills	✓	Can research different décor styles and periods that might be relevant to a given production.
	✓	Can navigate search engines using correct terminology to find necessary information.
Inherent knowledge of Cinematography and colour theory	✓	Can use this knowledge to maximise the impact of sets created.
Skill in breaking down scripts to identify Set Decoration requirements	✓	Can evaluate set decoration requirements in each script and break it down to assess them
	✓	Ability to read and understand the shooting schedule.
	✓	Foresight into predicting the need for unscripted props.
	✓	Ability to interpret what isn't written in the script.
Design skills and education	✓	Can apply decorating and textile trends
	✓	Understanding of Colour Theory
	✓	Understanding of Mechanics of machinery and technology
	✓	Can research Period details – if a period production
	✓	Can create spatial furniture layouts for film
	✓	Interpret technical drawings from the Art Department.
Inherent Technical knowledge	✓	Demonstrates understanding of camera angles, lenses, aspect ratios and set lighting
	✓	Has a good understanding of Script continuity
Construction knowledge	✓	Can understand construction practices - Weight/Structure/Scale

Assistant Production Buyer

The assistant buyer's role is to assist and support the Prop Buyer and the Set Decorator. They will often be given sole responsibility for the itemised breakdown of the script*, listing out the scripted requirements for action props, dressing, animals, food, graphic props and weapons and creating a schedule of when they will be required in accordance with the shooting schedule. They will research period-appropriate references under the supervision of the buyer and/or set decorator and set about finding options for their consideration. Their role also involves sourcing samples and elements of decor, visiting specialised suppliers, checking availability and price and subsequently purchasing or hiring what is selected. They must keep careful records of all expenditure to be submitted to the Prop Buyer for inclusion in the cost report. The assistant buyer will liaise with the on-set team and prop master to ensure they have the required action and hand props in time for shoot and deal with any last minute changes or director requests [when there is no action prop buyer]. They will need to be highly organised, have the ability to build strong relationships with others, be efficient communicators over various mediums, and have a developed attention to detail. Their role requires a knowledge of measuring systems, research methods, organisational skills and an understanding of the departmental procedures for filing and processing of paperwork both digital and hard copy.

*when there is no Assistant Set Decorator on board

Key tasks:

1. Creates script breakdowns and collates information from other departments eg. extras breakdown; ensures breakdown is constantly updated in line with schedule, manages set dec calendar and keeps updated with all schedule versions and script versions.
2. Assists the buyer/decorator by processing their orders, and following through with all relevant paperwork.
3. Purchases fabrics, materials and supplies for drapes people; prop makers and model makers.
4. Buys smalls and or top dressing while adhering to the brief, moodboard, overall look of the set as per decorator and buyer.
5. Liaises with the standby props for hand props and scripted props; ensuring they have repeats if necessary.
6. Liaises with the home economist, relaying schedules, ensuring they have what they need to produce specific food requirements for the set.

Task statements

Task statement 1:

Creates script breakdowns and collates information from other departments e.g., extras breakdown; ensure breakdown is constantly updated in line with schedule, manages set dec calendar and keeps updated with all schedule versions and script versions.

Associated activities

- ✓ Creates script breakdowns, lists of scripted and unscripted action props, lists of scripted and unscripted elements of decor and set dressing.
- ✓ Keeps breakdowns constantly updated.
- ✓ Manages Set Dec Calendar.

Task statement 2:

Assists the buyer/decorator by processing their orders, and following through with all relevant paperwork.

Associated activities

- ✓ Fills out Purchase Orders, digitally, or in hard copy.
- ✓ Communicates with both suppliers and Accounts Dept.

Task statement 3:

Purchases fabrics, materials and supplies for drapes people; prop makers and model makers.

Associated activities

- ✓ Visits specialist suppliers to select samples.
- ✓ Buys specific supplies as requested.
- ✓ Identifies specific requirements.
- ✓ Determines if/when it's appropriate to substitute an item if what was requested is unavailable.

Task statement 4:

Buys smalls and or top dressing while adhering to the brief, moodboard, overall look of the set as per decorator and buyer.

Associated activities

- ✓ Visits specialist suppliers and shops. Online shopping.
- ✓ Completes detailed studies & consultation of mood boards and other relevant research materials provided by the Set Dec dept.
- ✓ Assesses budgetary constraints & prioritise key elements of set dressing. Manage Petty Cash.

Task statement 5:

Liaises with the standby props for hand props and scripted props; ensuring they have repeats if necessary.

Associated activities

- ✓ Regular communication and consultation with Standby Props
- ✓ Identifies requirements from set.

Task statement 6:

Liaises with the home economist, relaying schedules, ensuring they have what they need to produce specific food requirements for the set.

Associated activities

- ✓ Knowledge of scripted and unscripted food requirements.
- ✓ Awareness of specific details relating to period food - for e.g., no date stamps on eggs, untrimmed vegetables, etc
- ✓ Liaises with AD dept to ensure correct information re. cast food allergies & intolerances is relayed to the Food Stylist.

Technical competencies

Area	Indicators	
Budgeting Skills	✓ ✓ ✓	Can understand and use google sheets and advanced excel Can understand the confines of a given budget and work within. Can update budget
Computer Skills and knowledge of relevant software	✓ ✓	Can use Sync on Set Computer skills - Familiarity with & competence in filing digital purchase orders.
Knowledge of paper and Digital Filing	✓ ✓	Can keep records throughout the production that are easy to follow and find information regarding props Can keep track of any loss/damages incurred at the end of the shoot
Understanding of Legal requirements	✓ ✓	Can keep on top of clearances and understand what is OK to use and what is not Has basic understanding of clearance and product placement
Health and Safety	✓ ✓	An excellent understanding of health and safety protocols Can understand and enforce health and safety protocols
Administrative skills	✓ ✓ ✓ ✓ ✓ ✓	Hard copy purchase orders require very clear handwriting as duplicates need to be legible. Importance of correct information & how to complete fully before sending for signatures. Knowledge of in what order it needs to be signed. Communicating with the Accounts Dept if time is an issue. Establishing a good relationship with Accounts Dept. Record-keeping, filing paperwork in accordance with the Prop Buyers requirements. Communication with suppliers.
Knowledge of relevant computer software	✓ ✓ ✓	Can use Excel and Google Sheets Can use dropbox/Sync on set DPO System
Research skills	✓	Can research different décor styles and periods that might be relevant to a given production.
Skilled in visual creativity	✓ ✓	Has a good eye for detail Can read and interpret characters and bring them to life.
Excellent knowledge of Cinematography and colour theory	✓	Can use this knowledge to maximise the impact of sets created.
Skill in breaking down scripts to identify Set Decoration requirements	✓ ✓	Can evaluate set decoration requirements in each script and break it down to assess them Ability to read and understand the shooting schedule.

Technical competencies

Area	Indicators	
Design skills and education	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> Can apply decorating and textile trends Understanding of Colour Theory Understanding of Mechanics of machinery and technology Can research Period details – if a period production Can create spatial furniture layouts for film
Excellent Technical knowledge	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> Demonstrates understanding of camera angles, lenses, aspect ratios and set lighting. Has a good understanding of Script continuity
Construction knowledge	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> Can understand construction practices - Weight/Structure/Scale



Petty Cash Buyer

The role of a petty cash buyer is to purchase smalls, consumables and other day to day requirements for the set decoration department, including liaising with the model makers, props and drapes departments. They will usually be working from a list generated by either the buyer or another key person from the aforementioned departments. They will be responsible for their cash floats, and petty cash returns. The petty cash buyer will spend a lot of their day on the road, purchasing directly from shops and suppliers. If a purchase order is needed for a supplier they should be able to proceed, but mostly dealing with cash purchases.

Key tasks:

1. Management of Petty Cash forms and databases.
 2. Researches period styles and suppliers
 3. Photographs and documents props.
 4. Sources and purchases from a range of suppliers.
 5. Processes petty cash returns in a timely manner.
 6. Liaises with different departments especially model makers and props.
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Task statements

Task statement 1:

Management of Petty Cash and Databases

Associated activities

- ✓ Uses Excel/Google sheets to keep track of petty cash and purchases
- ✓ Understands of coding purchases to the correct set number when filling in a petty cash forms
- ✓ Understands VAT & the importance of correct VAT receipts from suppliers.

Task statement 2:

Researches period styles and suppliers.

Associated activities

- ✓ General knowledge of period styles
- ✓ Researches specific periods if required for a job.
- ✓ Knows where to find accurate & relevant information.

Task statement 3:

Photographs and documents props throughout the shoot

Associated activities

- ✓ Creates a paper and photographic inventory of props as they arrive, keeping a record of costs.
- ✓ Keeps a record of suppliers in case repeats are requested at a later date
- ✓ Keeps a contact list for every job
- ✓ Files prop photographs by supplier.

Task statement 4:

Sources and purchases from a range of suppliers.

Associated activities

- ✓ Visits specialist suppliers and shops. Online shopping.
- ✓ Prioritises lists, and forward planning so as to ensure journeys are as efficient as possible.

Task statement 5:

Processing petty cash returns in a timely manner.

Associated activities

- ✓ Processes petty cash paperwork
- ✓ Fills out petty cash sheets correctly, and ensures copies are given to the buyer and accounts department. Stays on top of receipts and petty cash returns to never be short on cash.
- ✓ Ensures there is enough of a float / balance on card to complete required buying.

Task statement 6:

Liases with different departments especially model makers and props.

Associated activities

- ✓ Creates a clear line of communication with buyer, and e.g. model makers or Stand By props
- ✓ Communication and comprehension skills, to be clear in the understanding of the item/product required. Always asks for clarification if needed.

Technical competencies

Area	Indicators	
Budgeting Skills	✓	Can understand and use google sheets and advanced excel
	✓	Can understand the confines of a given budget and work within
Administrative skills	✓	Importance of correct information & how to complete fully before sending for signatures.
	✓	Knowledge of in what order it needs to be signed.
	✓	Communicating with the Accounts Dept if time is an issue.
	✓	Establishing a good relationship with Accounts Dept. Record-keeping, filing paperwork in accordance with the Prop Buyers requirements.
	✓	Communication with suppliers.
Research skills	✓	Can research different décor styles and periods that might be relevant to a given production.
	✓	Has basic understanding of clearance and product placement
Computer Skills and knowledge of relevant software	✓	Ability to use Excel/Google Sheets
Knowledge of paper and Digital Filing	✓	Can keep records throughout the productions that are easy to follow and find information regarding props
	✓	Can keep track of any loss/damages incurred at the end of the shoot.
Skilled in visual creativity	✓	Has a good eye for detail
	✓	Can read and interpret characters and bring them to life.
Understanding of Legal requirements	✓	Can keep on top of clearances and understand what is OK to use and what is not
Health and Safety	✓	An inherent understanding of health and safety protocols
Knowledge of paper and Digital Filing	✓	Can keep records throughout the production that are easy to follow and find information regarding props

Trainee Buyer

The Trainee Buyer works closely with the Props Buyer. They need to be organised, good at time management and budgeting. They will sometimes need to think on their feet & problem-solving abilities are key. They will often need to select samples for the Props Buyer/Set Dec department, so knowledge of the script, and period settings is a must and attention to detail is essential. The trainee buyer liaises with the Stand By Props, supplying them with consumables/other requirements throughout the shoot whilst always staying in close communication with the rest of the Set Dec Dept. Understanding of who's who & the given roles of the Art Dept, Set Dec Dept and Props Dept is extremely important, as well as the rest of the crew - including but not limited to Production, Accounts, Locations. The role involves driving. So, access to a car, and a driving licence are essential. (Productions occasionally hire cars for crew members, but there are often age restrictions & a full licence may be required) and knowledge of the local area is advisable, fluency with google maps or similar is advisable.

Key tasks:

1. Supports the Set Dec department across the board in all tasks
 2. Spends time shadowing various crew members for a holistic training experience
 3. Sources, and buys or hires props or prop components.
 4. Responsible for their own petty cash float. Ensures receipts and paperwork are correctly filed & completed.
-

Task statements

Task statement 1:

Supports the Set Dec department across the board.

Associated activities

- ✓ Basic knowledge of how the department runs and how to help in any given situation.
- ✓ Fills out timesheets, journey schedules, petty cash/float requests.
- ✓ Responds to requests in a timely manner.
- ✓ Prioritises tasks
- ✓ Familiarises self with script and schedule and keep across throughout the job.

Task statement 2:

Spends time shadowing various crew members for a holistic training experience.

Associated activities

- ✓ Spends time with standbys, regular visits to the prop room, observes the set decorators & buyers in order to get a broad knowledge of how the department works.
- ✓ Acquires a good amount of knowledge of the various roles & responsibilities of the other members of the Department.

Task statement 3:

Sources, and buys or hires props or prop components.

Associated activities

- ✓ If selecting samples the Trainee buyer will need to know availability - order lead in times, and cost before offering up to the buyer/decorator
- ✓ Files & saves photos & supplier information for future reference.

Technical competencies

Area	Indicators	
Possesses basic Computer Skills	✓ ✓ ✓	Ability to use dropbox Excel and google sheets Google maps.
Has excellent communication skills	✓ ✓ ✓	Ability to ask questions Ability to form relationships with other crew members and establish who does what on set Has a good understanding of set etiquette.
Has basic research skills	✓ ✓ ✓ ✓	Can keep files in order both digital and paper Has basic understanding of clearance and product placement Is proficient at carrying out any necessary online research Forge positive relationships with suppliers
Has a basic knowledge of financial paperwork	✓ ✓	Can understand VAT, invoices, quotes, pro formas Knowledge of import duties etc.
Health and safety	✓	Understanding of Health and Safety protocols
Geographic Knowledge	✓ ✓	Has a good working knowledge local shops Can build up a directory of film friendly suppliers
Departmental and Administrative skills	✓ ✓ ✓ ✓ ✓	DPO – Invoice quoting and paper trail (approved POs to supplier) Importance of correct information & how to complete fully before sending for signatures. Knowledge of in what order it needs to be signed. Communicating with Accounts Dept. Establishing a good relationship with Accounts Dept. Record-keeping, filing paperwork in accordance with the Prop Buyers requirements. Communication with suppliers. Can carry out an efficient wrap – strike lists, log hand props





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