

### **Overview of Role**

The Production Buyer reports to the Set Decorator (SD), and liaises with the Props Master (PM). They source supplies of materials, furnishings and props to meet the visual concept and design of the production. Following analysis of the script, visual concepts, sets and locations required, the Production Buyer (PB) and Set Decorator create the Set Decoration budget to be approved by the Producers. The PB negotiates the best possible prices for rentals and purchases, maintaining a wide range of contacts with specialist suppliers. They liaise with the SD, Producers and Accounts Department tracking spending and flagging any issues of concern in order to resolve promptly. Production Buyer's communicate with contractors, and ensure they deliver all works to schedule, within budget and meet the production requirements.

### **Core Responsibilities:**

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

#### **1. Interpret the brief and carry out research**

- Read the script and interpret the creative direction and vision
- Liaise with the Set Decorator to clarify the design requirements and creative direction set out by the PD and the SD
- Discuss and confirm the Set Decoration budget and financial processes in place for the production
- Establish lines of communication across departments to track progress against production schedules
- Conduct research and gather relevant information and references
- Collate information regarding the period, genre, and type of production in relation to the design requirements
- Identify relevant suppliers and places to source items of the correct period / style

#### **2. Determine production design requirements**

- Prepare own script break down and create buying lists
- Record key information from the production design brief
- Assist with the production of key pieces of documentation including the breakdowns and work schedules
- Identify and agree with the SD decide which items need to be purchased or hired, prop makes or will require specialist crafts and adapt the budget accordingly

- Identify and agree priorities, and scheduling with the SD, PD and Prop Master
- Establish the departmental structure requirements and crew required
- Consider key information relating to locations, continuity requirements and special effects and the implications for items to be used
- Liaise with other departments on their input required for set dec makes and set dressing: construction, special effects, lighting department and costume etc.

### **3. Develop and manage set decoration budgets**

- Create and maintain the budget for set decoration and set decoration crew
- Attend Production and Budgets meetings with the Producers and Accounts
- Confirm who to inform of budget spends and who will approve budgetary changes
- Maintain production confidentiality protocols confirm all suppliers have signed non-disclosure agreements (NDA's)
- Set up supplier accounts, liaising with the Production Accounting team when required
- Raise purchase orders (PO) for suppliers in advance of collection
- Arrange the cash floats and agree the process between Set Dec and Accounts to get sets and hand props bought in time for shooting.
- Update budget lines regularly coding purchases to the correct sections
- Provide regular updates to the SD, Producers and Accounts department on budget progress
- Prepare the final budget report at the wrap of the project

### **4. Procure external services and source materials and items for dressing sets**

- Share buying lists with the Assistant Production Buyer (APB) and Petty Cash Buyer (PCB), oversee their progress and track spending
- Source larger props, bespoke makes, and bulk items for the Set Decorators approval
- Present items for approval to the SD and PD to check these are within the creative vision
- Negotiate hire or purchase rates with suppliers and props houses
- Organise payment of large ticket items that can't be bought by PO
- File and track all orders per set
- Liaise with the Props Storeman to arrange transport for all items
- Establish a process for last minute or ad hoc sourcing requirements

## 5. Dress and wrap sets

- Liaise with Production and the Assets team to determine which items are to be stored, or sold at wrap
- Ensure there are photographic records of all items purchased for the Set Dec department
- Liaise with Clearance Department to check the items to be delivered to set that may or may not meet clearance requirements should this arise
- Work with the Prop Storeman to ensure the return of all outstanding hires
- Arrange for any assets not being kept (or deemed as lost or damaged), to be sold as required
- Assemble or place bought items as required on a small budget production

## 6. Comply with Health & Safety requirements

- Drive safely and observe loading regulations for vehicles
- Follow manual handling lifting techniques and arrange suitable collection for large props
- Behave responsibly in hazardous working environments such as prop making workshops and follow procedures on set

## 7. Manage the work of teams

- Identify crew requirements based on the scale of the production
- Identify and hire crew liaising with the production team for contracting to be completed
- Brief your team and give full access to buying lists, mood boards concepts and scripts to ensure everyone has a firm understanding of the production style
- Check that all members of the team understand the requirements and specific activities they are responsible for
- Monitor crew and suppliers' performance to ensure that contract terms are being fulfilled
- Provide advice and guidance as appropriate to enable work to be completed

## **Role Specific Skills:**

- Script breakdown and interpreting the creative vision
- Negotiate with suppliers to keep the budget in line and timelines on track
- Liaise with the SD and Props Master to provide props and materials for each set

- Liaise with SD, Props Set Dressing teams and Set Dressing manufacturing team
- Search for new suppliers, products and craftworkers

### **Other / Transferable Skills:**

- Communication: interpreting other's requirements and communicating requirements to other departments and colleagues
- Team-working: collaboration within own and with other departments, liaising with the set decoration team, suppliers, and Art Direction teams
- Networking: investing time in networking activities, building a network of business contacts and establishing rapport with others quickly and effectively
- Problem-solving: contingency planning and resolving issues so that productions remain on schedule

### **Attributes:**

- Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and non-standard ways of working which will enhance and deliver the best results for the production
- Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment
- Professional development: develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial. Refresh and add to your technical skills and knowledge