

Overview of Role

The Assistant Production Buyer works closely with the Production Buyer (PB), Petty Cash Buyer (PB), Set Decorator (SD) and Props Master (PM) to source items to meet the visual concept and design of the production. They report to the Production Buyer. They work within a given budget, negotiating the best possible prices for rentals and purchases, maintaining a wide range of contacts with specialist suppliers.

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 to familiarise yourself with the world of the production
- Liaise with the PB to check your understanding of creative direction or vision and the period and style of the production
- Confirm the Set Decoration budget and financial processes in place for the production
- Communicate with Accounts and Production to ensure you have the most up to date information
- 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

- Identify and agree with the PB and SD buying priorities and schedules
- Consider key information relating to locations, continuity requirements and special effects and the implications for items to be used
- Prepare own script break down and create buying lists for individual sets

3. Procure external services and source materials and items for dressing sets

- Confirm equipment and kit requirements for the duration of the production; a vehicle with business insurance will usually be required
- Share buying lists with the Petty Cash Buyer (PCB) for smaller, lower cost items

- Agree with the PB the props, bespoke makes, and bulk items to research for SD approval
- Present items for approval to the SD to check these are within the creative vision
- Book out prop hires as agreed with the PB
- Request Purchase orders (PO) from the Production Buyer
- File and track all orders per set
- Log arrivals, checking for damage and allocate to storage
- Consider and discuss with the Props Storeman which bought items might need special storage, transport or protection solutions
- Fulfil last minute or ad hoc sourcing requirements
- Maintain records of items supplied or hires

4. 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

Role Specific Skills:

- Script breakdown and interpreting the creative vision
- Maintain good relationships with suppliers used both by yourself and the wider team
- Negotiate with suppliers to keep the budget in line and timelines on track
- Liaise with the PB and SD to provide items for sets on schedule
- Liaise with other departments as necessary
- 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 and Suppliers

- Networking: investing time in networking activities, building a network of business contacts and establishing rapport with others quickly and effectively

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 and prioritises 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.