



**Job Title: Set Decoration Coordinator**  
**Department: Set Decoration**

### **Overview of Role**

A Set Decoration Coordinator (SDC) works within the Set Decoration team, providing operational support to the Set Decorator (SD) and Production Buyer (PB). Set Decoration Coordinators have a clear understanding of the set design research and development process and how to respond to the changing needs and demands of the production. They also manage and mentor junior members of the team and assist with sourcing of props and materials working with the Props Master (PM).

### **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 co-ordinate research material**

- Interpret the brief and follow instructions from the SD on how to organise research
- Compile references and images from the SD into a shared library to distribute to Set Dec crew
- Prepare presentations of references and images for meetings, as directed by the Set Decorator.
- Communicate with the Set Dec Researcher for specific research tasks required, as directed by the SD
- Assist with research as directed by the SD

#### **2. Co-ordinate production requirements**

- Set up Set Dec office with copiers, paper, furniture, etc at the start of a project, and be responsible for the wrap at conclusion as required
- Obtain latest Production documents to aid planning for the department, including the Shoot, Set and Strike schedules
- Create and maintain the Set Dec calendar, sharing as required
- Assist with script breakdown as required by the SD
- Schedule department meetings liaising with the Art Department Co-ordinator
- Ensure any scheduled meetings, presentations or deadlines are communicated to the entire team
- Coordinate team travel liaising with the Production Team
- Co-ordinate Set Dec team office supplies and equipment as required

- ☐ Check Risk Assessments for any specifics to project/working environment, to be aware of any potential hazards/procedures

### **3. Assist with preparation of design presentation materials**

- ☐ Assist SD to compile all relevant materials for designs into presentations
- ☐ Prepare and deliver all materials for department meetings

### **4. Oversee management and storage of Set Dec drawings and data**

- ☐ Coordinate with the Art Department and Set Decorator to access relevant drawings
- ☐ Manage the Set Dec Department folders
- ☐ Oversee correct storage of all Set Dec drawings
- ☐ Use official file storage and sharing systems as outlined by the Studio/Production IT
- ☐ Maintain confidentiality of sensitive information in line with organisational procedures

### **5. Source materials to meet production requirements**

- ☐ Research companies and suppliers for specific materials, tasks or models as directed by SD or Assistant SD
- ☐ Assist the SD with booking visits to prop houses, manufacturers, auction houses / markets etc
- ☐ Obtain quotes and information about company, e.g., proximity to location/studio, lead times, etc. to confirm suitability
- ☐ Present findings to PD, SAD, AD for further direction
- ☐ Send potential suppliers a non-disclosure agreement (NDA) to sign ahead of briefing
- ☐ Send potential supplier artwork/drawings/documents to assist in communicating the brief, and to obtain an accurate quote.
- ☐ Share costs and findings with SD and PB for feedback or approval
- ☐ Coordinate the Props log liaising with the PM and supporting the SD as directed

### **6. Wrap**

- ☐ Assist SD and PM with the disposal, recycling or storage of items at the end of a shoot

## **7. Manage the Set Dec Runners as required**

- Manage your own time and contribution making sure your work has a positive effect on others involved
- Check that members of your team are aware of the specific activities for which they are responsible
- Develop a work plan which includes yourself and your team
- Provide advice and guidance as appropriate to meet the needs of the brief and the individual
- Ensure your team is clear on the procedure for dealing with problems and to whom problems should be reported

### **Role Specific Skills:**

- Organise and manage Set Dec Department team and supplies
- Oversee all administration systems for the Set Dec Department, maintaining key documentation
- Liaise with other departments, act as first point of contact with the production team
- Guide and support Set Dec Runner team to reach their full potential, ensure they are motivated and feel positive about their work

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

- Communication: interpreting other's requirements and communicating requirements to departments and colleagues
- Team-working: collaboration within own and with other departments, liaising with Production and Props Master
- Networking: investing time in networking activities, building a network of business contacts and establishing rapport with others quickly and effectively
- Planning: planning practical requirements for equipment and supplies to meet production design needs
- Problem-solving: contingency planning and support to resolve issues with requirements to fulfil designs so that productions remain on schedule
- Promote a positive and friendly environment in the office

### **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