



Guild of Location Managers

## The Location Department

### Location Manager - a definition

A UK Location Manager, together with the Production Designer, creatively source locations that best help visually to tell a story. Location Scouts contribute to this process. Location Managers are in charge of a large percentage of the shoot budget and contribute to scheduling. Once a Location is chosen the Location Manager will manage, with help from members of the Location Department, all crew recces to the locations, negotiate fees, permits and contracts and all logistics that enable the Film Crew to arrive, work and depart safely within a scheduled time frame. Location Managers lead a department and are the first to arrive and the last to leave the location.

### The Team

#### Location Manager

A Location Manager is a Head of Department and has overall responsibility for the location.

Depending on the budget and number of locations, the department could include additional Location Managers, Assistant Location Managers as well as Location Assistants, Unit Managers, trainees and runners.

Location Managers and their team find appropriate locations, negotiate with individual location owners, the general public, Local Authorities and Police. Other tasks include location research, location scouting, photography, preparation of the location budget and input into preparation of the film schedule. Location Managers also negotiate Filming permits and Location Contracts as well as insurance cover for Locations. In some cases Location Managers can be partly responsible for Health and Safety on set. .

#### Supervising Location Manager

Mainly on large budget, multi location/international feature films, a Supervising Location Manager may be appointed to supervise a team of Location Managers, Assistant Location Managers, Location Runners, Location Scouts and Unit Managers.

#### Assistant Location Manager

Assistants work under instructions from the Location Manager in order to ensure that the Location Department runs smoothly. Assistant Location Managers normally need to be experienced Location Scouts.

#### Location assistant / location runner

Assistants and runners help the location department as required.

#### Location Scout

Scouts searches for and finds locations under instructions from Location Manager and/or Production Designer and Director. All members of the Department are expected to be able to scout locations.

#### Location Unit Manager

A Unit Manager is the Location Manager's representative on Set on location. They set up and run the unit base and the location along with technical and crew parking arrangements, vehicle power supplies, facilities at the Unit Base and the location and all rubbish collection.



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#### List of a Location Manager's Responsibilities

- Read the Script, and take part in discussions with the Director and Designer to understand their interpretation of the project
- Research, scout and photograph potential locations appropriate for the interpretation of the project that help to tell the story
- Prepare photographic presentations for the Production Designer and Director
- Arrange and attend all recess (visits) to chosen locations with all other Film Crew Departments
- Prepare a Location Budget and negotiate fees to comply with approved budget
- Negotiate legally binding Location Agreements to include Art Department and Lighting Department alterations and oversee all preparation and reinstatement
- Negotiate convenient dates in the Film Schedule together with First Assistant Director regarding cast availability
- Negotiate with Local Authority representatives including parking, filming on the street, street furniture removal, lighting positions, permission for VFX rain or wet down etc
- Negotiate with Police for filming on the street regarding traffic control for vision, sound and cast & crew safety
- Negotiate with members of the community where major scenes are to be shot, ensuring the Film Crew are aware of particular sensitivities and that all members of the community are aware of the Film Crew's plans in an appropriate alternative language if needed, and ensure that the project leaves an appropriate lasting positive legacy within a Community
- Set up and manage a Unit Base for each filming day
- Provide directions for all the crew to get to the unit base and the location each day
- Provide sources of fresh water for catering, wardrobe, and make-up departments
- Provide sources and negotiate permission for use of fresh water for Visual Effects (VFX) (rain / wet down / snow and clear-up)
- Find and provide space for Extras Changing areas to include Wardrobe and Make-up positions allowing adequate time for set up and strike. Provide all equipment for Extras Changing areas, make-up mirrors, tables, chairs, heating, cooling etc
- Provide heating, cooling and weather protection for Crew
- Ensure Safe Access to locations - eg. make-up a road or track or lay "track-way"
- Provide Security for the Locations, negotiated parking positions, and technical and facility vehicles
- Provide alternative parking for members of the public whose spaces might be taken by film vehicles
- Clean the location - prior to commencement of activity if a Location is contaminated in any way and afterwards to ensure the Location Owner is happy with the condition of the Location
- Rubbish clearance - including collection and disposal of catering rubbish on a daily basis and major Art Department strikes
- Remain calm in the face of adversity, keep the Film Crew happy and maintain good relationships with members of the General Public
- Thank the Location Owners, Council Representatives and Police for their help and hospitality