



## Locations Trainee /Facilities PA job profile

### Job description

The Locations Trainee / Facilities PA at Palma Pictures is an entry-level job which begins with a 6-month contract, over the course of which you will learn how the production industry works, preparing for and helping on shoots, gaining experience which serves as the perfect foundation for a career in any aspect of Production, Locations or Technical depts.

#### **In the studio you will:**

- Spend a half-day prepping the production van equipment before every shoot, checking that everything is packed, including the first aid kit, and that all electronics are charged
- Work with the Production Coordinator to ensure any extra Production equipment is packed for the shoot
- Clean & tidy all production equipment after the shoot, and returning any additional equipment to their correct storage area so the van is then left ready to go out on the next shoot.
- Write up timesheet for all the PAs
- When not prepping, shooting, or wrapping, you will be assisting the Technical department in maintaining the studio and equipment

#### **During shoots you will:**

- Set up areas and tents/EZ ups & chairs for clients, talent, make-up & wardrobe, and ensure everyone has access to power
- Distribute walkie talkies and headsets to crew, and collect them at the end of the shoot
- Be in constant contact with 1<sup>st</sup> AD, Line Producer and Location Manager regarding production requirements
- Keep the craft table clean and ensure there is water readily available to the crew
- Be prepared for company moves to other locations
- Document the 'before' and 'after' state of the shoot locations to ensure we have left the location as we found it
- Make sure everything has been collected before leaving the location

In quiet periods you will be work alongside professional Locations Managers to start to learn this role.

### What you will achieve

By the end of 6 months you will have worked with experienced Technicians & Locations Managers learning about the equipment used in Production, and with production staff on shoots, gaining a good understanding of how shoots work and gaining a basic knowledge

of all aspects of producing. Many of our previous Locations Trainees / Facilities PAs have gone on to work in other departments of Palma Pictures, including the Production, Locations, Art & Technical departments as the experience gained in this role is applicable to many areas of the production industry.

### Candidate requirements

We're looking for someone with an interest in production who likes to get stuck in and is eager to learn. Our company values are fresh, generous, clear and smart, and so we're looking for a Facilities PA who embodies these values and would become part of the Palma Pictures family.

#### Key skills:

- practical and hands-on
- adaptable
- Able to take direction
- Physically fit for carrying equipment
- Respond quickly to different situation
- Languages: English and Spanish
- Patience and attention to detail
- 3,5T driving licence
- Permit to work in Spain
- Prior film knowledge, or experience on shoots is desirable but not essential

### Remuneration

A 6-month contract at minimum wage. A good performance during the placement may lead to a further contract with Palma Pictures.