

JOB SHARE DISCUSSION - PRODUCTION

FIRST STEPS IN ESTABLISHING PARTNERSHIP

Below are some suggestions of basic discussions to be had when initially setting up your partnership:

- *How to split the days:* Ideally each person would work a 3 day week with one crossover day. This could be at the beginning or end of the week or in the middle, depending on how you best feel it would work for your role. (Monday-**Wednesday/Wednesday**-Friday, Thursday-**Monday/Monday**-Wednesday or Wednesday-**Friday/Friday**-Tuesday). There are benefits to all options, be it both being in the office for new starters on Mondays, having that mid-week catch up or an end of the week handover before a new week begins. If you are parents your childcare set up will also factor into this, so best to establish early on so arrangements can be made accordingly. You should split the days the way you feel works best for your partnership and for the production, so if you don't feel a full day is required for handover you can reduce it to 2.5 days each with an hour or so together.
- *The templates & systems you will use:* There are a wide variety of templates for documents & charts, as well as apps and programs for tracking and sharing. Decide before the job which versions you will use and ensure that you are both up to speed on them, both for prep & shoot. This will also help when delegating to your team so there is a consistency when there is only one of you in the office. Some helpful systems are:
Google Tasks: an app that allows you to create task lists from emails, set due dates and notifications, prioritize the important tasks as and when they come in, and even set task lists for other people. This will allow you to see what tasks your team have been set on your days off so you can easily follow up with them and ensure everything is covered.
BOX: a cloud computing system which allows for file sharing and collaborating with files that are uploaded to its servers. Documents are amended and saved directly onto BOX of the latest version will always be in there. A shared folder for the partnership will allow both people to have access to the updated documents, meaning complete collaboration of content. Do consider any GDPR issues and check that the use of BOX is approved by the Studio/Company first, or use a Studio approved alternative (PIX, Scenechronize, Studio Server).
- *Management Style:* If you are sharing a Manager, Supervisor or Coordinator role, it's best to have a discussion early on about the type of leader you will be – what you expect from your team, how you will delegate and divide the work etc. This will not only allow you to appear as a united front on matters when only one of you is there, but will help give your team confidence in their own roles and tasks. You and your Job Share partner should become a carbon copy of each other in relation to your working style and evolve together.
- *Holidays/Childcare:* As one of the purposes of job share is to allow for better work/life balance, the possibility of holidays should be discussed ahead of a job. Perhaps arranging to each cover a full week in the summer to allow the other some time off with family? As mentioned before, if either of you are parents then childcare arrangements need to be discussed with a proposal of how your working hours would run agreed in advance.

- *Strengths & Weaknesses:* Have an honest discussion about the areas you excel in and enjoy, and the ones you feel the least confident in. Work together to teach each other & ensure that you are both comfortable across all undertakings, as you won't be able to divide up the work by tasks, only by days.

PREP

EMAIL & PHONE

A seamless job share requires two people to essentially become one working person. With this in mind it would be best to work from one email address and one mobile number. This allows crew, vendors, cast, agents etc to be able to easily reach whoever is on the clock that day, and provides genuine days off for the person not working.

A joint email address can be set up before prep begins and both people would have access to it on their laptops and devices. Any important emails that need to be followed up on can be pinned to the top and unpinned when resolved. The above mentioned Google apps can also help with tracking the tasks.

A mobile phone can be hired free-of-charge by production for sharing. The idea would be that the phone itself wouldn't be used, but would instead be set to divert to whoever is working that day. The joint days can be alternated, as can weekend 'emergency' calls, again allowing for some genuine time off.

The joint email and mobile number would be against both names in the Unit list to avoid anyone going directly to one member of the partnership and missing out the other.

FIRST WEEK

It may be advisable for both partners to spend the first full week in the office. This is the time for establishing the team set up and procedures for the Production Company so it is important for both people to be present and seen. This is something to mention when interviewing for the job as it will need to be budgeted for, should the Line Producer agree.

PRODUCTION MEETINGS/TECH RECCES/STUDIO CALLS

When it comes to important Production meetings and Tech Recces it might be advisable, where possible, for both partners to attend. The same should be the case for Studio calls that take place on non-joint days, especially when going through procedures and paperwork requirements. This could just be a case of dialing in to conference calls rather than coming in to the office though.

HOD & DEPARTMENT CREW

On joint days, it could be helpful to organise meetings with HODs and teams that you will be dealing with over the course of prep and shoot to ensure they are aware of how your job share will work and how best to communicate with you for requests etc. For Supervisors this would be equipment requests, crew/OT approval and the like. For Coordinators it could be information for the daily diary, wrap reports and DPRs. Establishing a system early on will help avoid anything slipping through the net or confusion on who to ask once the shoot begins and everything is happening at once!

SHOOT

6 DAY WEEKS / WEEKENDS

A discussion should be had early on as to the plan of action should the shoot become 6 day weeks or fall over weekends. If 6 days, would you alternate the 6th day every week? If it falls over weekends how will you divide up those days – would you establish a clear Saturday/Sunday split or decide on a week-by-week basis depending on personal commitments?

LOCATION SHOOTS

It is not always possible to know shoot locations before taking a job, but you can know if it will be mainly studio based or locations, and you should decide within your partnership the type of shoot you can handle before taking on a position.

If there is a location involving overnight accommodation how will you split that? Is there a way to limit the travel by taking a week on/week off approach for the time you are there? If your role doesn't require you to be at the physical location for the shoot, can you work remotely from the Production Office and place a member of your team at the location for Production presence for example? These are all scenarios that you should establish an approach for before applying for a position.

WRAP

At this point, you should have set up a strong working partnership and system that will hopefully run on to the next project!