

Overview of Role

Reporting to the key grip, the best boy in high-end TV and scripted film is the centre of all communication into, out of and within the department, liaising with the production department about the requirements of the key grip and director of photography. They are responsible for ordering and returning grip equipment, booking crew, organising additional crew and managing grip department paperwork, including making sure that it remains up to date with production changes. They are also responsible for making sure that the equipment is working properly, consumables are replenished and that the crew have what they need to carry out their work. In an emergency or at short notice they can also step in and cover the role of the key grip.

Qualification guidance: the health and safety implications and dangers associated with grip equipment, means preference should be given to grips with a minimum of a Grips Level 2 Diploma in Professional Competence.

The production of the grips department skills checklists was supported by the [Certified Grips and Crane Technicians Branch](#).

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities on a particular production will vary depending on the scale and budget band.

1. Assist with recces

- ☒ Gather information about locations and grip equipment options
- ☒ Input to discussions about the practicalities of grip equipment options when required
- ☒ Liaise with locations department, construction department and sound department about siting of generator, scaffold and grip equipment
- ☒ Make notes from recces about any aspects that will impact on plans

2. Select and manage grip department equipment and machinery

- ☒ Work with suppliers to specify machinery and equipment required and identify costs
- ☒ Research availability and location of additional specialist equipment, organising “show and tell” when required
- ☒ Check correct machinery and equipment is scheduled to be collected or delivered to the right place at the right time
- ☒ Pass information about dimensions, weights and registration numbers of vehicles and machinery to location department for permits
- ☒ Agree placement and security arrangement for vehicles, machines and equipment with locations department
- ☒ Make sure vehicles, machines, and equipment are secured at the end of shift, including partial derig when necessary
- ☒ Manage stock levels of consumables, arranging restock when necessary
- ☒ Report use of consumables for billing purposes
- ☒ Arrange replacement of damaged or missing parts or items
- ☒ Check and record any missing or damaged equipment, labelling it to aid repair

- ☒ Ensure all equipment is checked, wrapped and returned to the supplier when finished with, along with the necessary paperwork

3. Book and support grip department crew

- ☒ Liaise with production department about booking the grip team specified by the key grip
- ☒ Organise additional crew when required during production in liaison with production department
- ☒ Determine terms and conditions and rates of pay for all members of the department
- ☒ Read, and understand contract to be able to answer crew queries
- ☒ Make sure crew members see all appropriate documentation and know their call times and locations
- ☒ Determine the correct process and expected timeframe for crew remuneration
- ☒ Chase any delayed payments on crew's behalf
- ☒ Ensure crew members have correct credentials, knowledge and skills for the tasks allocated and the equipment they will be using
- ☒ Arrange for supervision, additional instruction or training for crew members when required
- ☒ Record start and wrap times and additional overtime of grips, crane technicians and head technicians
- ☒ Monitor working hours and agree ways to prevent excessive hours
- ☒ Offer help and advice and assist crew with queries, complaints and reporting

4. Oversee and assist crew members to carry out their work

- ☒ Ensure enough radios and clean, disinfected earpieces are available for all crew members
- ☒ Ensure crew members have the correct access and handling equipment for the task in hand
- ☒ Ensure grip equipment is rigged as per the plan
- ☒ Ensure appropriate cable management with signage used when required
- ☒ Ensure the best option to supply power is used and circuits protected
- ☒ Ensure battery charging protocols are followed
- ☒ Assist grip team to identify faults or reasons for equipment failure
- ☒ Arrange for replacement equipment or parts when required
- ☒ Ensure grip equipment is secured and covered at the end of shooting
- ☒ Ensure all derigging is completed and the work area double checked

5. Manage grip department paperwork

- ☒ Check and confirm with production that all crew paperwork such as start forms and non-disclosure agreements have been received
- ☒ Follow a system so that the latest versions of schedules and scripts are referred to
- ☒ Liaise with production office and relevant heads of departments (HODs) about daily and advanced shooting schedules, managing any alterations to facilitate shooting requirements
- ☒ Report the impact of changes to the key grip and suggest changes to grip department plans
- ☒ Keep records of all paperwork and subsequent changes
- ☒ Ensure call times, destinations and movements orders and other department paperwork are distributed to grips
- ☒ Provide production with risk assessments for each day's shoot
- ☒ Ensure crane licenses, road closures, access rights and facilities are in place

- ☒ Forward driver and operator licence copies and ensure drivers and machinery operators are added to production insurance policies
- ☒ Collate relevant specifications, operation manuals and reference materials for machinery and equipment
- ☒ Agree petty cash requirements and procedures
- ☒ Sign off and forward grip department purchase orders, supplier invoices and crew timesheets for weekly and daily crew
- ☒ Complete insurance claim forms
- ☒ Liaise with 2nd assistant director about advanced schedule changes and additional requirements for labour, radios, parking, transport and catering

6. Support health, safety and welfare of self and crew

- ☒ Ensure industry recognised and production specific health and safety policies are being followed
- ☒ Ensure industry-recognised and production-specific working practices are observed and instigated, such as access control measures when crew is working at height
- ☒ Agree action to address health and safety breaches or repeat offenders with the key grip
- ☒ Make sure self and crew dress appropriately and use required personal protective equipment (PPE)
- ☒ Familiarise self with latest versions of risk assessment method statements (RAMS)
- ☒ Identify and report any close calls, accidents or breaches to health and safety, rectifying issues to prevent reoccurrence when applicable
- ☒ Help crew members to report any safety items used so they can be replaced
- ☒ Identify team medic, location of hospital and mental health first aider if there is one
- ☒ Log close calls or accidents in the accident book
- ☒ Ensure clean facilities and water is available at each location
- ☒ Assist victims or witnesses to bullying or harassment and complete reports

7. Cover for the key grip in an emergency or at short notice

- ☒ Oversee the rigging of grip equipment
- ☒ Oversee the operation of grip equipment during shooting to meet production requirements
- ☒ Manage health and safety in the grip department

Role Specific Skills:

- ☒ Liaising with production to balance the needs of the production and crew
- ☒ Specifying grip machinery and equipment
- ☒ Planning, controlling and managing logistics of grip crew and equipment
- ☒ Monitoring, updating and circulating grip department paperwork
- ☒ Building, rigging, derigging and dismantling grip equipment
- ☒ Configuring grip equipment to achieve required camera movements

Transferable Skills:

- ☒ Communication: liaising with facilities houses and other departments about requirements and the implications of grip work
- ☒ Organisation: following call sheets and movement orders keeping own timesheets and preparing and submitting invoices
- ☒ Administration: completing, filing and circulating all department paperwork including but not restricted to contracts, licences, timesheets, insurance documents, purchase orders, hire agreements, production schedules, petty cash, and safety certificates
- ☒ Managing people: securing, supporting and assisting crew
- ☒ Securing work: collating proof of competency and experience, establishing and negotiating rate, and clarifying and approving deal memo and contract

Attributes:

- ☒ Resilience, enthusiasm and curiosity: adapts 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 while ensuring crew are looked after and follow standard procedure
- ☒ 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 their actions and interactions. Respectful and inclusive of others, and meets the ethical requirements of their profession
- ☒ Flexibility: willing to both listen and respond to changing priorities and working requirements as required, while at all times maintaining high standards in a constantly changing production environment