

## 40769 Prepare to work as an extras coordinator on a screen production

<b>Kaupae   Level</b>	5
<b>Whiwhinga   Credit</b>	10
<b>Whāinga   Purpose</b>	<p>This skill standard is for people wanting to gain employment as an extras coordinator or similar role on a screen production in Aotearoa New Zealand.</p> <p>People who have completed this standard will have the skills and knowledge necessary to recruit, schedule, and manage background talent for screen productions. They will be able to interpret production documentation, create casting briefs and databases, manage fittings and compliance processes, and apply cultural, ethical, and legal considerations in relation to diverse talent.</p>

### Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

<b>Hua o te ako   Learning outcomes</b>	<b>Paearu aromatawai   Assessment criteria</b>
1. Develop and manage documentation and systems to support extras coordination.	a. Create a background talent breakdown from a given script or brief.
	b. Compile a talent brief for distribution to agencies and other organisations.
	c. Use software to create a database for talent information.
	d. Research talent options to generate potential picture doubles for a cast member.
2. Determine procedures and considerations for managing background talent on a screen production.	a. Determine processes for scheduling and coordinating talent fittings.
	b. Explain the cultural and ethical considerations and requirements for working with different types of performers including children.
	c. Determine the accounting procedures and requirements for extras coordination.

### Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Learners must have previous experience in screen production in roles such as assistant director, casting, production; or previous experience in other relevant organisations (e.g. talent agency).

This standard can be delivered and assessed in a workplace or a non-work environment, e.g. classroom or workshop.

For assessment criterion 1a – brief may include director’s brief, extras casting director’s brief or producer’s brief.

For assessment criterion 1c – information includes personal information, talent measurements, dates, times for fittings and shooting.

For assessment criterion 1d– at least one male and one female cast member.

*Extras coordinator* – refers to the person responsible for managing background talent.

*Background talent* – refers to performers who appear in non-speaking or non-featured roles. These are also referred to as extras.

## **Ngā momo whiwhinga | Grades available**

Achieved

## **Ihirangi waitohu | Indicative content**

- Role of an extras coordinator.
- Generating background talent from script and schedule breakdown.
- Production size and how it determines roles and responsibilities.
- Budget parameters, creating a detailed budget.
- Creating briefs and headsheets – liaison with director.
- Communication and collaboration - brief with agents, individuals, street casting, social groups, departments.
- Selection and recruitment process for background talent.
- Ethical considerations and cultural sensitivity.
- Requirements for working with children and chaperones, legislation and guidelines.
- Specialty performer requirements (e.g. musicians, dancers, intimacy).
- Health and Safety inductions.
- Organisation of make-up and costume fittings.
- Documentation and record-keeping practices, release agreements, non disclosure agreements, sign-out sheets.
- Monitoring of schedule and script changes.
- Accounts tracking, hot costs, maintaining and generating up to date accounting records, purchase orders and invoices.
- Environmental sustainability.
- Problem-solving and troubleshooting.

## **Rauemi | Resources**

- Documentation – script, brief, budget.
- List of talent agencies.
- Equity New Zealand resources available from <https://equity.org.nz/resources/>.

- Health and Safety at Work Act 2015 available from <https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>.
- Screen Industry Workers Act 2022 available from <https://www.legislation.govt.nz/act/public/2022/0052/latest/LMS230343.html>.
- The Screen Guild Blue Book available from <https://www.screenguild.co.nz/crew-zone/resources/the-blue-book-2023>.
- Children's Act 2014 available from <https://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501674.html>.

### Pārongo Whakaū Kounga | Quality assurance information

<b>Ngā rōpū whakatau-paerewa   Standard Setting Body</b>	Toi Mai Workforce Development Council
<b>Whakaritenga Rārangi Paetae Aromatawai   DASS classification</b>	Arts and Crafts > Screen > Screen Industry Skills
<b>Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga   CMR</b>	0099

<b>Hātepe   Process</b>	<b>Putanga   Version</b>	<b>Rā whakaputa   Review Date</b>	<b>Rā whakamutunga mō te aromatawai   Last date for assessment</b>
<b>Rēhitatanga   Registration</b>	1	24 July 2025	N/A
<b>Kōrero whakakapinga   Replacement information</b>	N/A		
<b>Rā arotake   Planned review date</b>	31 December 2030		

Please contact Toi Mai Workforce Development Council at [qualifications@toimai.nz](mailto:qualifications@toimai.nz) to suggest changes to the content of this skill standard.