

## 40770 Work as an extras coordinator on a screen production

<b>Kaupae   Level</b>	5
<b>Whiwhinga   Credit</b>	20
<b>Whāinga   Purpose</b>	<p>This skill standard is for people as an extras coordinator on a screen production in Aotearoa New Zealand.</p> <p>People who have completed this standard will have the skills and knowledge necessary to coordinate background talent from preproduction through to wrap. They will be able to interpret scripts and schedules, recruit and organise extras, liaise with departments, manage legal and logistical documentation, and ensure background talent are safely and professionally integrated into production.</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. Interpret production requirements and manage background talent selection.	a. Select background talent to meet the required brief for approval by extras casting director, director or producer.
	b. Confirm approved background talent and distribute talent profiles to all necessary stakeholders.
2. Coordinate fittings, documentation, and health and safety processes for extras.	a. Liaise with make-up and costume team to organise fittings.
	b. Conduct a health and safety induction for background talent.
	c. Prepare all background talent documentation on wrap and deliver to production department.
3. Manage background talent on set to meet production and continuity needs.	a. Organise and monitor the sign-in and sign-out of background talent throughout the production day.
	b. Explain and discuss documentation with background talent and ensure completion of relevant agreements and forms.
4. Maintain accurate records and complete administrative responsibilities.	a. Manage accounts documentation and processes for extras coordination during prep and shoot.
	b. Use appropriate communication and etiquette when dealing with cast, crew and external parties.

**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).

It is recommended learners have completed skill standard 40679 *Prepare to work as an extras coordinator on a screen production*, or have equivalent knowledge and skills, prior to starting this standard.

Evidence for achievement of this standard must be collected on a real screen production and may include naturally occurring evidence. Assessment methods may include observation and verification.

*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

- Generating background talent from script and schedule breakdown.
- Budgeting.
- Creating briefs and headsheets – liaison with director.
- Communication and collaboration of brief with agents, individuals, street casting, social groups, departments.
- Selection and recruitment 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.
- Problem-solving and troubleshooting.

**Rauemi | Resources**

- 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.