

# Production Runner 3 Stage Plan

If you are having a career change, studying filmmaking or recently graduated and want to pursue a career in the film industry then it's time to get organised. After you have meticulously ploughed through the [MFJF career guides](#) and settled on a potential career path it's time to start making a plan, we can help you do that too. If you are choosing to work as a production runner you will be contemplating a career in the production office; if you are using your time as a runner to get a feel for the job don't take too long deciding what you want to specialise in.

The three stage career plan is designed to break down those initial steps, to gain enough experience to find paid work in the industry.

**Stage 1** is your very first steps in the industry, where your CV is looking very thin on experience. This is when you should be focusing on building your knowledge of the industry and skills. Once you have laid this initial groundwork, you should have improved your chances of success when applying for entry level opportunities.

**Stage 2** will see your journey begin in earnest as you gain experience and build up your list of industry contacts. Work experience, collaborations and internships are vital tools to create career focus to your CV, and provide you with the necessary experience for paid opportunities. One key task is to get industry references, which is a crucial way to elevate your applications.

**Stage 3** should see you equipped with a CV that boasts multiple credits or internships and some excellent references. By stage three you should be on your way to find a permanent position or have established your own network of contacts to help you find regular, sustainable work.

Obviously, in the film industry everyone has varying degrees of success finding work; it's dependent on the opportunities you make for yourself, and how you grasp those that come your way. Having received feedback from productions and companies, we have based the three stage plan on our experience of what makes a successful candidate. This checklist should give you some pointers of how to improve your chances of success.

Stage 1	Stage 2	Stage 3
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work towards 5 credits as a runner on short films.</li> <li><input type="checkbox"/> Continue to work on student productions.</li> <li><input type="checkbox"/> Look to the MFJF board every day for opportunities.</li> <li><input type="checkbox"/> Look to the collaborations board and work with other MFJF members on their projects.</li> </ul> <p>SKILLS:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Take your driving test.</li> <li><input type="checkbox"/> Get a first aid certificate</li> <li><input type="checkbox"/> Volunteer to drive vans and minibuses to gain experience.</li> <li><input type="checkbox"/> Learn how to use walkie talkies - just in case.</li> <li><input type="checkbox"/> Learn how to use a photocopier and how to reload the machine with toner.</li> <li><input type="checkbox"/> Get organised, read the production runner career guide.</li> <li><input type="checkbox"/> Build your office PA kit.</li> </ul> <p>KNOWLEDGE:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Research example CV's to see what a</li> </ul>	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create a network of contacts from short films.</li> <li><input type="checkbox"/> Continue to work on short films within the production office, taking on more responsibility if you can.</li> <li><input type="checkbox"/> Build on your low/micro budget feature film experience. Looking for 3 credits plus to build on your network and CV.</li> <li><input type="checkbox"/> Post on the MFJF collaborations board to seek out other member.</li> <li><input type="checkbox"/> Check MFJF jobs board every day for opportunities.</li> <li><input type="checkbox"/> Have 2 or 3 coordinators to act as a reference.</li> <li><input type="checkbox"/> If opportunities arise on set take them to fully understand how the production office impacts on the working day of the set.</li> </ul> <p>SKILLS:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Able to demonstrate a professional attitude.</li> <li><input type="checkbox"/> Adaptable when working on different productions.</li> </ul>	<p>EXPERIENCE:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work consistently for 2-3 years a production runner - PA on low/medium budget feature films.</li> <li><input type="checkbox"/> Work on short films as a production coordinator.</li> <li><input type="checkbox"/> Broaden your network by looking for work on TV drama, comedy etc.</li> <li><input type="checkbox"/> If you are not planning to continue on in the production office route you should have detached yourself by now.</li> </ul> <p>SKILLS:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Skills listed in the previous two stages plus a hearty work ethic and drive.</li> <li><input type="checkbox"/> Able to create call sheets when working on short films.</li> <li><input type="checkbox"/> Able to create and understand budgeting spends.</li> </ul> <p>KNOWLEDGE:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Know to look for work before the job you are on finishes.</li> <li><input type="checkbox"/> Have a network of PA's and production coordinators that know who you are and what you can do.</li> </ul>

<p>great first CV should look like.</p> <ul style="list-style-type: none"> <li>❑ Research production companies and production coordinators.</li> <li>❑ Read <i>Runner</i> by Will Judge.</li> <li>❑ Read <i>The Complete Film Production Handbook</i>.</li> <li>❑ Read <a href="http://www.mnfilmtv.org/files/2914/2428/3783/Production_Assistants_Pocket_Handbook.pdf">www.mnfilmtv.org/files/2914/2428/3783/Production_Assistants_Pocket_Handbook.pdf</a></li> <li>❑ Use MFJF industry essentials to find training courses.</li> <li>❑ Learn basic set and office etiquette (See career guide).</li> <li>❑ Know what everyone on a film set actually does.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Driving licence and your own car if possible.</li> <li>❑ Know how to organise call sheets and sides in the evening and morning.</li> <li>❑ Understand the colour coordinator when distributing amended paperwork.</li> <li>❑ Take multiple direction and know how to prioritise those tasks.</li> </ul> <p>KNOWLEDGE:</p> <ul style="list-style-type: none"> <li>❑ Continue to look to the resources section for training opportunities.</li> <li>❑ Know what is required from you as soon as you set foot in the office.</li> <li>❑ Know all the terms for the set amenities and the general film lingo.</li> <li>❑ Understand the work of the different departments during pre production and principle photography.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Keep refining your CV, try and keep it down to one page.</li> </ul>
---	--	--