



Tips for negotiating your rate and contract

Unscripted Freelancer Pack

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[bectu.org.uk](https://www.bectu.org.uk)

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For our latest Rate Negotiation Guide with minimum rates listed for job roles, please visit our website (utvu.co.uk).

Negotiating your rate as a freelancer can be daunting but these tips will hopefully help you tackle those conversations with confidence.

1. Do your research

Look up the Bectu UTVU Rate Negotiation Guide. Think about your level of experience and where it sits within the guidance. The rates listed on there are “day 1” minimums, so are what you should expect your first time in that role. If you have years of experience you should be at a slightly higher level (see notes on the rate guidance for how to work this out).

The Talent Manager website also lets you see what others in your role are getting paid.

If you are friends with any Production Managers don't be afraid to pick their brains - they'll be across what rates are going into budgets as well as what freelancers are asking for. It's also important to speak to your peers about rates - the more we talk to each other, the more transparent things are, and the less likely that you'll be earning less than you should.

2. Be confident

When asked your rate don't follow up with caveats such as 'but of course its negotiable' - the person you are negotiating with will decide if they want to negotiate or not but if you offer it up its easier for them to open that conversation.

3. Days per week

Be clear your rate is for a 5 day week as some production companies will ask you to sign a 6 day per week contract meaning no additional pay or time off in lieu for the 6th day in any given week.

4. Holiday Pay

If you are PAYE or Sch D/Sole Trader state its 'plus holiday pay'.

5. Increasing your rate

If you are taking on a new role (eg, stepping up from researcher to AP) adjust your rate accordingly - have a figure in mind for this (again refer to the rate guidance). Or if you have been in a role for a while and feel your experience merits an increase don't be afraid to ask, but be clear in your reasoning.

6. Be prepared to negotiate over the phone

If you are called at a time that's not convenient, ie, in the midst of a busy shoot or up against a deadline, don't be afraid to say it's a bad time and suggest a better time to speak. You won't be in the best position to negotiate if you are distracted.

7. Dates

Make sure you're clear on start and finish dates - this is also the point at which you should mention any dates you can't do within the period (if you haven't already) - eg, pre-booked holiday, a wedding you can't miss, any medical appointments you know about.

8. Location/Hours/Flexible Working

If it hasn't been discussed already make sure you're clear if there's location work involved, if there are expectations about how many days a week in the office you should work, whether there is some working from home.

9. Confirmation

Once you have agreed a rate, ask for confirmation of rate and contract dates in writing before you start. And make sure you raise any questions at this point so it's in writing.