

SKILLS FRAMEWORK FOR MEDIA SKILLS MAP - PRODUCTION ASSISTANT				
Sector	Media			
Sub-sector	Film and Video, TV and Broadcast			
Track	Content Production and Management			
Sub-track	Production - Film, Production - Broadcast and Direction			
Occupation	Media Production Assistant			
Job Role	Production Assistant			
Job Role Description	<p>The Production Assistant supports the operational aspects of the production by performing administrative tasks and logistical management on a day-to-day basis. He/She is responsible for ensuring that meals, furniture and transport are available on the production site, arranging mandatory compliance documents required for production, as well as serving as a personal courier for key production crew.</p> <p>He is an individual contributor in an administrative role. He is expected to move around the site often to take instructions from various departments.</p> <p>He should be meticulous and adept at planning and organising in order to deliver according to instructions provided. He should also be a good communicator to be able to coordinate between production teams.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Coordinate pre-production operations	Key Tasks	
			Arrange logistics for delivery of items required for production	
			Process compliance documentation required for production commencement	
	Manage production operations	Maintain cash and receipts for daily cash transactions		
		Coordinate housekeeping to ensure timely readiness of the set for filming		
		Distribute call-sheets to ensure cast and crew are available for filming at the allocated time		
		Provide personal courier support to production teams in order to maintain communication during production		
		Coordinate production communication and meetings between production teams		
	Track production progress	Organise various production requirements on a contingent basis		
		Create daily logs of production to track progress		
Report issues from set to the production office				
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Concept Creation	Level 3	Problem Solving	Basic
	Contract and Vendor Management	Level 2	Teamwork	Basic
	Emergency Response Management	Level 2	Communication	Basic
	Location Scouting	Level 3	Interpersonal Skills	Basic
	Production Operations	Level 1	Service Orientation	Basic
	Production Planning and Scheduling	Level 3		
	Research	Level 2		
	Studio Technical Production	Level 2		
	Talent Casting	Level 2		
	Vision Mixing	Level 2		
Programme Listing	For a list of Training Programmes available for the Media sector, please visit: www.skillsfuture.sg/skills-framework/Media			

The information contained in this document serves as a guide.