

<b>SKILLS FRAMEWORK FOR MEDIA</b>		
<b>SKILLS MAP - ASSISTANT PRODUCER - FILM* (CASTING)</b>		
<b>Sector</b>	Media	
<b>Sub-sector</b>	Film and Video	
<b>Track</b>	Content Production and Management	
<b>Sub-track</b>	Production - Film	
<b>Occupation</b>	Film/Video/Broadcast Producer	
<b>Job Role</b>	<b>Assistant Producer - Film* (Casting)</b>	
<b>Job Role Description</b>	<p>The Assistant Producer - Film supports various phases of content development by coordinating the business and creative aspects of the production. He/She assists in securing funds for production and hiring key cast and crew members during the pre-production phase. He is also responsible for coordinating the creative production operations including liaison with key cast and crew, implementing schedule and script changes under guidance and ensuring smooth transition from production to post-production phase.</p> <p>He may be required to manage the end-to-end casting process including doing research to identify upcoming talent, communicating requirements to talent agencies using casting calls, coordination of the auditioning process as well as the contracting process with the finalised cast.</p> <p>He is an individual contributor with creative and business responsibilities. He is expected to coordinate with a number of internal and external stakeholders in order to perform these responsibilities.</p> <p>He needs to have an eye for details and be meticulous to enable him to plan, organise and manage his stakeholders well. A flair for creative storytelling will enable him to provide inputs for script refinement as well as communicate creative changes during production.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Coordinate pre-production operations	Contribute creative content ideas and research to refine script during pre-production
		Assist in the hiring of key production crew
		Coordinate the contracting process for hiring key cast and crew
		Develop the production schedules by collaborating with production teams
	Secure funding and sponsorships	Research and provide options to the production teams on the financing and sponsorship options
		Support the development of budgets by providing the breakdown of the costs for aggregate budgets and proposals
		Support the production teams in securing additional funding for the project when required
	Secure funding and sponsorships Manage production operations	Research and provide options to the production teams on the financing and sponsorship options
		Support the development of budgets by providing the breakdown of the costs for aggregate budgets and proposals
		Support the production teams in securing additional funding for the project when required
	Manage production operations	Review availability of all required deliverables before calling for production completion
		Communicate production changes to production teams
		Maintain regular communication with the production teams to communicate creative inputs from the creative leadership teams
		Manage production vendors to ensure smooth and timely post-production process
	Manage post-production operations	Support the handover of project materials from production to post-production departments
		Organise viewings for edited content in post-production suites
	Track production progress	Review production progress by studying production reports
		Identify major issues causing budgetary overruns and production delays
		Implement measures to improve production status by coordinating with key cast and crew
<b>Specialisation in Casting</b>		
Determine talent for production	Identify initial list of potential talent suited for the production	
	Screen potential candidates based on their casting tapes and portfolios for specific roles based on the casting requirements	
	Provide the identified shortlist to production teams to finalise audition invites	
	Coordinate availability of actors under consideration	

	Conduct auditions for talent	Coordinate the logistics of the auditions process such as booking of venues, arranging required materials and meals		
		Invite actors for auditions using casting calls by coordinating with talent and talent agencies		
		Conduct auditions for smaller roles to assemble the entire cast of the production		
		Communicate call-backs and auditioning results to the actors		
		Recommend suitable actors for support roles		
	Deliver cast for production	Discuss terms and conditions with actors for support roles		
		Communicate support role offers to actors		
Draft contracts for the entire production cast by collaborating with the legal team				
<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Business Negotiation	Level 3	Problem Solving	Intermediate
	Contract and Vendor Management	Level 3	Teamwork	Intermediate
	Emergency Response Management	Level 2	Communication	Intermediate
	Fundraising and Sponsorships	Level 4	Resource Management	Intermediate
	Legal and Compliance Management	Level 3	Interpersonal Skills	Intermediate
	Procurement for Production Operations	Level 2		
	Production Operations	Level 2		
	Research	Level 3		
	Talent Casting	Level 3		
<b>Programme Listing</b>	For a list of Training Programmes available for the Media sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/Media">www.skillsfuture.sg/skills-framework/Media</a>			

The information contained in this document serves as a guide.

Note: \*Text in brackets refer to specialisations included in the job role