

| SKILLS FRAMEWORK FOR MEDIA SKILLS MAP - LINE PRODUCER - FILM | | | | |
|---|---|--|--|----------|
| Sector | Media | | | |
| Sub-sector | Film and Video | | | |
| Track | Content Production and Management | | | |
| Sub-track | Production - Film | | | |
| Occupation | Line Producer | | | |
| Job Role | Line Producer - Film | | | |
| Job Role Description | <p>The Line Producer - Film manages the entire production project to ensure its completion within budget and project timelines to retain its projected monetisation potential. He/She is responsible for driving the project by managing the production budget and project timelines, overseeing hiring of key cast and crew as well as the functioning of the production office to track production progress and resolving pressing issues. He also approves the location and vendor selection of large projects.</p> <p>The work involves high-level project management, leadership of project teams and critical decision making from time to time. He is expected to liaise both internally and externally to ensure smooth production operations.</p> <p>He ought to be an effective project manager with strong communication ability to manage stakeholders. He should be an astute financial manager with strong proficiency in budgetary planning and management. He is also expected to be well versed with all processes involved in a production lifecycle.</p> | | | |
| Critical Work Functions and Key Tasks | Critical Work Functions | Key Tasks | | |
| | Coordinate pre-production operations | Oversee the set-up of the production office upon confirmation of production | | |
| | | Oversee the hiring of the key talent roles and production crew | | |
| | | Review locations for specific shooting requirements to approve based on budgetary and project considerations | | |
| | | Review production budget proposal and suggest modifications based on available funding, timelines and other considerations | | |
| | | Approve production schedule after reviewing for budgetary and time considerations | | |
| | Manage production operations | Oversee vendor selection for equipment, supplies and logistics for the production | | |
| | | Set up financial monitoring systems for controlling and monitoring production expenditure | | |
| | | Identify and resolve issues that may impact production progress | | |
| | | Oversee 'wrap' of production operations at the end of the production phase | | |
| | | Review workplace safety and health compliance on the production sites | | |
| | Manage post-production operations | Drive selection and management of technical partners/vendors for post-production | | |
| | | Resolve issues with external vendors and internal stakeholders that may be impacting progress during post-production | | |
| | | Oversee payments to all vendors and closure of all vendor and production accounts after project completion | | |
| | | Review post-production progress and update stakeholders | | |
| | Track production progress | Review production progress using progress reports | | |
| | | Optimise production logistics processes by identifying inefficiencies and implementing appropriate changes | | |
| | | Review budgetary adherence and take remedial action | | |
| | Manage teams and/or department | Define common goals, direction and accountability among staff | | |
| | | Define staff development strategies by coaching, mentoring and engaging in career discussions | | |
| Define effective performance management practices within department in accordance with organisational policies and procedures | | | | |
| Oversee budgets, forecasting, work allocations and staffing of the various departments | | | | |
| Skills and Competencies | Technical Skills and Competencies | | Generic Skills and Competencies (Top 5) | |
| | Business Negotiation | Level 4 | Resource Management | Advanced |
| | Contract and Vendor Management | Level 5 | Leadership | Advanced |
| | Crew Selection | Level 4 | Teamwork | Advanced |
| | Emergency Response Management | Level 4 | Decision Making | Advanced |
| | Legal and Compliance Management | Level 4 | Interpersonal Skills | Advanced |

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| | Procurement for Production Operations | Level 4 | |
| | Production Budget Management | Level 4 | |
| | Production Operations | Level 4 | |
| | Production Planning and Scheduling | Level 5 | |
| | Workplace Safety and Health | Level 3 | |
| 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.