

SKILLS FRAMEWORK FOR MEDIA		
SKILLS MAP - PRODUCTION MANAGER* (LOCATION SCOUTING)		
Sector	Media	
Sub-sector	Film and Video, TV and Broadcast	
Track	Content Production and Management	
Sub-track	Production - Film and Production - Broadcast	
Occupation	Production Manager	
Job Role	Production Manager* (Location Scouting)	
Job Role Description	<p>The Production Manager manages the entire production from an operations standpoint, while ensuring adherence to the production schedule and budget. He/She is responsible for setting up the production office and onboarding production office staff to manage the day-to-day operations of the production. He builds relationships with all vendors to support the production and oversees the logistics management for production operations.</p> <p>He may be required to scout for suitable locations for shooting based on artistic requirements and obtain the necessary permits from the relevant authorities.</p> <p>He is expected to move around the work site often and liaise between different stakeholders</p> <p>He is required to have effective communication skills to liaise and coordinate with various production teams. He should have an eye for detail and numeric acumen to be able to prepare and track budgets as well as manage projects to ensure completion of the production project on time and within budget.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Coordinate pre-production operations	Select vendors for equipment, supplies and logistics for the production operations
		Maintain business relationships with all vendors, including negotiations, approving purchase orders and releasing payments
		Hire the production crew with the approval from creative leadership teams
		Set up production office upon confirmation of production
		Develop production schedule by interpreting and breaking down screenplay into production requirements
		Develop production budget estimate in collaboration with creative leadership teams
		Produce periodic cost reports by liaising with the accounts team
	Manage production operations	Supervise the content archival process during production
		Supervise the functioning of production teams
		Coordinate between production teams on the administrative and logistical requirements to ensure smooth functioning of production
		Manage public relations during production
		Direct workplace safety and health compliance on the production site
	Manage post-production operations	Coordinate the availability of all content components to the post-production crew
		Assist in the selection and management of technical vendors for post-production
	Track production progress	Create progress reports based on daily production and record incidents and issues
		Analyse causes of production issues and their impact on timelines in collaboration with production teams to determine remedial actions needed
		Report budget overruns to the creative leadership teams with recommended remedial actions
	Manage projects	Drive projects to meet schedules, budget, manpower and technical quality targets
		Work with users, technical staff and management to determine and resolve issues associated with program implementation
Conduct regular projects reviews to recommend schedule changes, cost or resource adjustments		

Specialisation in Location Scouting				
	Finalise production locations	Understand location requirements by participating in script reading sessions and discussions with the creative leadership teams		
		Communicate location requirements to networks externally		
		Identify possible options for specific location requirements by collaborating with location scouts		
		Evaluate location options from budgetary and project management perspective and provide recommendations		
		Shortlist options for specific location requirements for presentation to the creative leadership teams		
		Finalise locations for specific production requirements in collaboration with the creative leadership teams		
		Coordinate the necessary approvals for filming on location sites		
		Skills and Competencies	Technical Skills and Competencies	
Business Negotiation	Level 4		Resource Management	Advanced
Contract and Vendor Management	Level 4		Problem Solving	Advanced
Crew Selection	Level 3		Teamwork	Intermediate
Emergency Response Management	Level 4		Communication	Advanced
Legal and Compliance Management	Level 3		Decision Making	Advanced
Location Scouting	Level 4			
Procurement for Production Operations	Level 4			
Production Budget Management	Level 4, Level 5			
Production Operations	Level 4			
Production Planning and Scheduling	Level 4			
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.
 Note: *Text in brackets refer to specialisations included in the job role