

SKILLS FRAMEWORK FOR MEDIA SKILLS MAP - ASSISTANT DIRECTOR				
Sector	Media			
Sub-sector	Film and Video, TV and Broadcast			
Track	Content Production and Management			
Sub-track	Direction			
Occupation	Director			
Job Role	Assistant Director			
Job Role Description	<p>The Assistant Director supports the creative development of the content by coordinating the production operations. He/She is responsible for hiring the crew and support staff, developing and implementing production schedules, communicating the director's creative vision to the actors and providing creative inputs during editing. He breaks down the script into storyboards to guide the artists and works with the director to plan the shot order. He also oversees the securing of locations, props and other equipment.</p> <p>The work requires meeting tight deadlines with a high level of coordination with production cast and crew, as well as planning and scheduling of shooting operations.</p> <p>He is meticulous and is able to plan, organise and execute production schedules. He is required to be an effective communicator in order to manage stakeholders effectively. He should have an eye for detail and is able to make decisions under pressure.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Conceptualise ideas for content	Key Tasks	
			Conduct research to develop an outline of the story based on the content concept	
			Conduct script reading to guide the creation of the screenplay from the script	
	Coordinate pre-production operations	Support the development of storyboards by communicating the production's vision to the storyboarding artists		
		Coordinate the hiring of the entire crew and production teams as per the production requirements		
		Ensure the contracting with cast and crew is completed as per agreed terms by collaborating with other departments and stakeholders		
	Manage production operations	Coordinate script readings for actors playing major roles to help them understand the characters		
		Break down the screenplay into shot sequences		
		Create day-wise shooting schedules based on estimated time requirements for each shot sequence		
		Communicate the shooting schedule and day-wise requirements for planning backstage operations		
		Manage the sequencing of the shots as per the shot list in the daily production schedule		
		Direct the continuity of the set elements, props, background and lighting across shots for the same scene		
		Direct the positioning and movement of the extras and vehicles in the background of the shots		
	Manage the logistical aspects of the shooting operations by ensuring the availability of cast, crew, equipment and transport as per requirements			
Manage post-production operations	Organise editorial viewings for relevant stakeholders			
	Provide creative inputs to support the video and sound editing of the content			
	Provide creative inputs to the development of the trailer for the content			
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Direction	Level 3, Level 4	Communication	Intermediate
	Emergency Response Management	Level 2, Level 3	Interpersonal Skills	Advanced
	Production Operations	Level 2, Level 3	Problem Solving	Advanced
	Production Planning and Scheduling	Level 4	Teamwork	Intermediate
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.