

SKILLS FRAMEWORK FOR MEDIA				
SKILLS MAP - ASSISTANT PRODUCER - NEWS/CURRENT AFFAIRS				
Sector	Media			
Sub-sector	TV and Broadcast			
Track	Content Production and Management			
Sub-track	News Reporting and Production			
Occupation	News Producer			
Job Role	Assistant Producer - News/Current Affairs			
Job Role Description	<p>The Assistant Producer - News/Current Affairs supports the production of news or current affairs content for the channel. He/She supports the content development efforts on various platforms by assisting in the research activities for assigned beats, assisting in developing the content for write ups and monitoring wires and news feeds to highlight breaking news to production teams for follow up. He supports the news/current affairs production process by tracking the progress of story development to ensure teams keep within production timelines and working closely with various production teams to ensure a smooth production.</p> <p>He works in a newsroom but may be assigned field activities at times. He should be able to adapt quickly to changes and perform well in a dynamic environment.</p> <p>He should have relevant experience working with a production setup and have a basic understanding of operating cameras, sound and editing systems. He ought to be an effective communicator. He should be a fast writer and have good news judgement.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Produce news/current affairs content	Key Tasks	
			Monitor wire agencies and news feeds to sieve out current newsworthy information relevant to the target audience	
			Consolidate leads for possible newsworthy stories that appeal to target audience	
			Collect information about newsworthy events from a variety of sources, including social media, other news outlets and individual contacts	
			Conduct fact-checking to ensure accuracy and objectivity of content	
	Support productions teams in the development of storyline and visuals for assigned beats			
	Manage news production operations	Coordinate logistics required for a smooth production process		
		Assist in the preparation of documents needed to obtain licences and approvals for production		
		Communicate production expectations to various production teams to ensure readiness of teams for shoot		
		Monitor the progress of news stories by communicating with the field crew to ensure adherence to timelines		
		Report news production issues to production teams		
		Assist in the consolidation of content for review		
	Manage projects	Lead project team to meet schedules, budget, manpower and technical quality targets		
		Maintain project discipline to document scope changes, issues and risks that affect implementation		
		Conduct regular project reviews to recommend schedule changes, cost or resource adjustments		
Collaborate with users, technical staff and management to determine and resolve issues associated with project implementation				
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Legal and Compliance Management	Level 3	Communication	Advanced
	News Story Research	Level 2	Interpersonal Skills	Basic
	Production Operations	Level 2	Teamwork	Basic
	Production Planning And Scheduling	Level 3	Resource Management	Basic
	Social Media Content Creation and Management	Level 2	Problem Solving	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.