

SKILLS FRAMEWORK FOR MEDIA				
SKILLS MAP - ART DEPARTMENT ASSISTANT/SET DRESSER				
Sector	Media			
Sub-sector	Film and Video, TV and Broadcast			
Track	Production Technical Services			
Sub-track	Art Direction and Set Design			
Occupation	Production Design Professional			
Job Role	Art Department Assistant/Set Dresser			
Job Role Description	<p>The Art Department Assistant/Set Dresser supports the realisation of the art vision for the production by coordinating the pre-production and production processes for art, set and props design and development. He/She is responsible for assisting in the gathering of requirements for art, set and props and ensuring the availability of materials required for the creation of technical drawings, scale models and prop samples. He coordinates and ensures the alignment of art, set design and props development by communicating with all the teams.</p> <p>The work involves high levels of coordination between various teams and also includes performing runner duties. He operates in a fast-paced and dynamic environment where he is required to react quickly according to instructions.</p> <p>He should be effective at planning and organising as well as stakeholder management. He ought to be comfortable with sketches and technical drawings as well as fundamentals of set and props development. He is also required to be an effective communicator.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Plan art specifications for production	Key Tasks	
			Provide clarifications on the art requirement specifications for production	
			Survey the production location by gathering photographs and develop location reports for consideration	
			Take measurements and specification notes for filming sites and production floors to aid in set development	
			Assist in the development of scale models for various sets to review and refine the set models	
			Assist in the development of technical sketches and illustrations for various design elements	
			Liaise with vendors for art, set and props requirements	
			Coordinate the delivery of procured materials for art, set and props requirements	
	Confirm the availability of materials for the creation of technical sketches, scale models and prop samples			
	Prepare for set development	Communicate expectations among the on-site teams during set development to ensure alignment		
		Assist in the installation of lighting, electrical equipment and scaffolding by collaborating with teams		
		Manage the teams' attendance list and take account of all members before the start of the production day		
		Coordinate unloading, unpacking, installation and storage of materials for set and props		
		Assist in the execution of set design, set decoration and prop placement as per approved design and sketches		
		Monitor set construction, painting and plastering in alignment with approved sketches and colour palettes		
		Follow workplace safety and health requirements during set construction		
	Manage set operations	Coordinate communication among the on-site teams during production for effective and seamless workflow to align art expectations		
		Follow workplace safety and health requirements during production		
		Maintain accurate documentation of production inventory throughout production		
		Coordinate set changes, enhancements and enforcements during the production		
Collaborate with technical support teams for daily installation of lighting, electrical and other equipment during the production scaffolding				
Manage strike and set logistics	Assist in the strike of the set or set elements once the filming requirements are completed			
	Coordinate the packing and transportation of reusable set elements for return post-filming			
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Production Design	Level 3	Communication	Basic
	Production Operations	Level 1	Creative Thinking	Basic
	Prop Design	Level 1	Teamwork	Basic
	Set Construction	Level 1, Level 2	Interpersonal Skills	Basic

	Set Design	Level 3	Problem Solving	Basic
	Workplace Safety and Health	Level 1		
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