

SKILLS FRAMEWORK FOR MEDIA		
SKILLS MAP - SET DESIGNER* (SET DECORATION, PROPS MANAGEMENT)		
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	Set Designer* (Set Decoration, Props Management)	
Job Role Description	<p>The Set Designer executes the realisation of the overall visual aspects of the production by conceptualising the set design or locations for film, video or a concept based on the script and the overall visual concept. He/She is responsible for studying scripts and interpreting the descriptions of locations, creating sketches and drawings, translating these into technical drawings and models for sets to be built or locations to be identified and prepared. He lays out a comprehensive set of requirements for the materials needed for set design. He oversees the right look or feel for a production and ensure that other areas of technical production such as lighting or sound recording are aligned with the set. He also identifies and commissions set construction vendors. He prepares cost estimates for set design and construction and manages project schedule of his team. He oversees the construction of set and ensures that the sets evoke the intended style, mood and theme.</p> <p>He/She may specialise in areas related to set decorating or props management. He should be able to identify the artistic requirements for the set based on the production script and also manage the selection, usage and maintenance of props.</p> <p>The work involves creative ideation and realisation of visual elements and high amounts of coordination with props, camera, lighting and electricity crew. The work may be performed in a studio or outdoors.</p> <p>He should have the knowledge of design techniques, tools and principles involved in development of technical sketches, blueprints, drawings and models. He needs to have a creative bent of mind and should be detail-oriented. He needs to have knowledge of various materials and fabrication techniques to understand how to best realise visual elements. He is required to work in a team and be able to deliver work under pressure in order to meet strict deadlines.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Plan art specifications for production	Develop the set and location design requirements based on evaluation of script and overall design concept
		Develop renderings of proposed set designs including detailed construction, layout and material specifications
		Develop the technical sketches, plans, drawings and models of sets
		Develop costing estimates and schedule by detailing time, material and resources required to complete the project
		Identify the set construction vendors based on the requirement specifications
		Estimate the set-related costs which include materials, construction and rental of props and locations
		Prepare a comprehensive list of requirements and materials needed for set production
	Prepare for set development	Direct construction, erection and other decoration activities in order to ensure that sets meet design, budget and schedule requirements.
		Guide the lighting and other production support crew to align with the set design requirement for mounting other equipment
		Guide teams on set-construction, set decoration and prop placements as per the art requirements
		Inspect installed set for conformance to set specifications and propose revisions
		Audit the set structures and other installations and equipment to ensure workplace safety and health for production teams and crew
	Manage set operations	Ensure cohesive development by collaborating with production teams
		Conduct quality and safety checks to ensure workplace safety and health for production teams and crew
		Oversee the condition of all set elements during production and make necessary repairs or replacements
		Manage set changes, enhancements and enforcements during the production
		Maintain continuity between scenes beyond set design and decoration to include lighting and other equipment that impact the visual quality of production
	Manage strike and set logistics	Oversee the striking of set within the strike deadline
		Review the quality of set elements before return or storage to take note of any loss or damage
Manage the return of all set elements to their sources, in the appropriate condition		
Specialisation in Set Decoration		
Plan for set decoration	Identify the set dressing requirements based on set design, evaluation of script and overall design concept	
	Conduct research on the setting of the story and prepare a script breakdown to detail each object required to dress the scene	
	Develop a plan with a breakdown of the detailed set dressing requirements in each scene to map out the logical progression of sets throughout the production	
	Develop the budget and schedule for sets required by detailing time, material and resources required to complete the production	

		Present drawings, mood boards and colour swatches to creative leadership team for approval		
	Execute set decoration	Acquire items and catalogue each object by scene and shooting date		
		Organise transportation of materials between the set and the production base		
		Perform the set-up, fabrication, construction and placement of the sets decoration elements based on the set requirements		
		Perform quality and safety checks on the objects used in the set		
		Maintain decoration continuity between scenes		
		Maintain accurate documentation of inventory for set decoration throughout production		
		Oversee the condition of decorations during production and make necessary repairs or replacements		
		Specialisation in Props Management		
	Plan for props development	Identify the prop requirements based on set design, evaluation of script and overall design concept		
		Develop a plan with breakdown of the props required in each scene to map out the logical progression of each prop throughout the production		
		Develop the budget and schedule for props required by detailing time, material and resources required to complete the production		
	Execute props development	Coordinate the construction and completion of the props by collaborating with the vendors		
		Conduct market research and present the supply options for the props list based on the props master's specification		
		Coordinate with the suppliers and/or fabricators on the purchase orders and monitor the delivery of props		
Manage the logistics of props deployment to ensure arrival to the set in a camera-ready fashion and placement on the set as per design requirements				
Direct the allocation and placement of the props based on the set requirements				
Lead discussions on the selection of appropriate hand props with crew and instruct them on the care, maintenance and storage				
Perform quality and safety checks on the props used on set				
Oversee the continuity of props between scenes and coordinate props storage between shoots or rehearsals.				
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Procurement for Production Operations	Level 3	Communication	Intermediate
	Production Budget Management	Level 3	Creative Thinking	Intermediate
	Production Design	Level 4	Teamwork	Intermediate
	Production Operations	Level 2	Interpersonal Skills	Intermediate
	Prop Design	Level 2	Problem Solving	Intermediate
	Set Construction	Level 3		
	Set Design	Level 4		
	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.
 Note: *Text in brackets refer to specialisations included in the job role