

SKILLS FRAMEWORK FOR MEDIA SKILLS MAP - FLOOR MANAGER				
Sector	Media			
Sub-sector	TV and Broadcast			
Track	Production Technical Services			
Sub-track	Studio Management			
Occupation	Studio Manager			
Job Role	Floor Manager			
Job Role Description	<p>The Floor Manager executes the studio floor operations. He/She coordinates the talents, crew, props, set and studio equipment. During production, he relays cues between the director in the control room and talents on the studio floor using hand signals or talk-back devices. He manages the audience, directs traffic in the studio and assists with set changes in order to ensure the smooth running of the production and studio operations. He also ensures safety of the people in the studio.</p> <p>The work involves high level of coordination and concentration to ensure smooth production operations. He is required to work shifts to accommodate the production requirements.</p> <p>He should be able to multi-task and should have the ability to foresee and solve issues that disrupt studio operations. He should be familiar with the production requirements and roles of technical positions in the studio to be able to perform his role effectively. He is also required to receive, interpret and convey information accurately and concisely.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Prepare for studio and/or outdoor broadcast (OB) production operations	Key Tasks	
			Establish a comprehensive set of technical studio requirements for the production by collaboration with the creative leadership	
			Provide technical advice to the creative leadership on studio equipment required	
			Oversee the readiness of the set and talent for filming	
			Coordinate rehearsals for the production	
			Audit functionality for all equipment before commencement of production	
			Conduct briefings to the presenters, talents, cast and audience in preparation for the production	
	Manage the audience by assisting them with seating, explaining safety requirements, show timings and production sequence			
	Manage studio production operations	Relay information between the creative leadership, floor crew and talent		
		Inform the direction team of any relevant off-camera action		
		Maintain control of the audience and ensure their well-being		
		Handle technical issues encountered during production		
		Monitor adherence to workplace safety and health requirements and regulations		
		Coordinate the re-configuration of the studio to its default state after close of production		
Oversee routine maintenance and storage of studio equipment				
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Contract and Vendor Management	Level 3	Communication	Intermediate
	Emergency Response Management	Level 2	Problem Solving	Advanced
	Legal and Compliance Management	Level 3	Resource Management	Intermediate
	Procurement for Production Operations	Level 3	Service Orientation	Basic
	Production Budget Management	Level 3	Sense Making	Intermediate
	Production Operations	Level 2		
	Production Planning and Scheduling	Level 3		
	Studio Technical Production	Level 3		
	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.