

SKILLS FRAMEWORK FOR MEDIA SKILLS MAP - POST-PRODUCTION ASSISTANT				
<b>Sector</b>	Media			
<b>Sub-sector</b>	Film and Video, TV and Broadcast			
<b>Track</b>	Content Post-production			
<b>Sub-track</b>	Video Editing			
<b>Occupation</b>	Video Editing Professional			
<b>Job Role</b>	Post-production Assistant			
<b>Job Role Description</b>	<p>The Post-production Assistant supports the operational aspects of the post-production phase by performing administrative tasks and logistical management on a day-to-day basis. He/She is responsible for undertaking straightforward operational tasks associated with tracking the progress of the post-production process, assisting with the preparation and set-up of editing and ancillary equipment for post-productions and ingesting and copying of various media formats into an archive library. He will coordinate with production team to get access to the raw edited files and maintain effective control of resources, including equipment or media files during post-production processes.</p> <p>He is an individual contributor in an administrative role. He is expected to move around the production set to support any staff in need of assistance.</p> <p>He should be very organised to be able to deliver against instructions provided. He should also be a good communicator to be able to coordinate between key post-production and production personnel.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Execute post-production operations	<b>Key Tasks</b>	
			Coordinate post-production communication and meetings between post-production, creative leadership and post-production staff	
			Manage the vendor operations and other office maintenance requirements	
			Perform basic maintenance and repairs of systems, equipment and tools	
			Set up the editing systems and equipment for post-production	
			Deliver and retrieve post-production equipment and media file to and from other teams	
			Get access to raw edited files by coordinating with production teams	
			Create daily logs of post-production to track progress	
	Arrange filing of post-production reports and paperwork			
	Organise post-production media files		Generate documentation for the media files	
Check that media outputs are in alignment with standards and regulations				
Organise media files into an archive library				
Prepare final media files for delivery				
<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Colour Grading	Level 2	Creative Thinking	Basic
	Production Operations	Level 1	Problem Solving	Basic
	Video Editing	Level 2	Digital Literacy	Basic
			Communication	Basic
			Teamwork	Basic
<b>Programme Listing</b>	For a list of Training Programmes available for the Media sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/Media">www.skillsfuture.sg/skills-framework/Media</a>			

The information contained in this document serves as a guide.