

SKILLS FRAMEWORK FOR MEDIA SKILLS MAP - POST-PRODUCTION SUPERVISOR				
<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>	<b>Post-production Supervisor</b>			
<b>Job Role Description</b>	<p>The Post-production Supervisor oversees all aspects of post-production processes and management of the post-production teams. He/She is responsible for resource and financial management by ensuring that projects are sufficiently staffed and delivered within allocated project budgets. He is also responsible for translating the creative vision of the production into clear action plans for the video editing teams and monitoring project progress to ensure it adheres to the production schedule.</p> <p>The working environment is primarily indoors in a video editing studio however he may be required to travel depending on the production requirements.</p> <p>He should have an effective understanding of the entire post-production process. He is able to manage projects and teams effectively. He ought to be able to communicate with all levels of stakeholders and should possess a good imagination and creative flair to edit videos that achieve the creative vision of the production.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Plan post production operations	<b>Key Tasks</b>	
			Conceptualise editing requirements based on the creative vision for the production and the script	
			Develop project plans for the post-production operations in alignment with the overall production schedules	
			Identify appropriate crew members for hiring based on the technical requirements of the production	
			Identify the editing resource requirements such as crew, equipment and software packages	
	Execute post-production operations	Communicate clear and concise project expectations to editing teams		
		Perform quality checks on deliverables to ensure all creative, aesthetic and legal requirements are met		
		Oversee the creation of the director's cut and the final cut		
		Provide updates to the team leads and creative leadership teams on the progress of video editing		
	Manage projects	Suggest adoption of emerging technologies in work processes to improve quality of output content and work place efficiency		
		Drive project to meet schedules, budget, manpower and technical quality targets		
		Drive project discipline to document scope changes, issues and risks that affect implementation		
		Determine and resolve issues associated with project implementation by collaborating with users, technical staff and management		
	Manage teams and/or departments	Lead regular project reviews to recommend schedule changes, cost or resource adjustments		
		Define common goals, direction and accountability among staff		
		Define staff development strategies by coaching, mentoring and engaging in career discussions		
Define effective performance management practices within department in accordance with organisational policies and procedures				
<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Colour Grading	Level 4	Communication	Advanced
	Compositing Visuals	Level 4	Leadership	Advanced
	Crew Selection	Level 5	Decision Making	Advanced
	Immersive Video Editing	Level 4	Resource Management	Advanced
	Media File Formats Conformation	Level 4	Developing People	Advanced
	Procurement for Production Operations	Level 5		
	Production Budget Management	Level 5		
	Production Operations	Level 4		
	Sound Editing	Level 5		

	Sound Mixing	Level 5	
	Video Editing	Level 4	
<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.