

**SKILLS FRAMEWORK FOR MEDIA
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Media Technology and Operations					
TSC Title	Media Content Cataloguing					
TSC Description	Develop structured systems and processes to catalogue the organisation's content					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			MED-MPN-3019-1.1	MED-MPN-4019-1.1		
			Catalogue the organisation's content as per established parameters, guidelines and conventions to enable content management	Establish parameters, guidelines and conventions to drive the cataloguing and management of the organisation's content		
Knowledge			<ul style="list-style-type: none"> Parameters for structural and descriptive cataloguing of content Organisation's metadata taxonomy for media assets Processes and approaches involved in metadata tagging of content Version control methods, conventions and guidelines Digital Rights Management (DRM) principles and guidelines 	<ul style="list-style-type: none"> Best practices in metadata taxonomy Capabilities and limitations of existing taxonomy and content cataloguing systems Automation of content cataloguing and metadata tagging Digital Rights Management (DRM) principles and guidelines Functionalities of DRM systems 		
Abilities			<ul style="list-style-type: none"> Liaise with content teams to understand the plan for incoming content as well as the programming schedule Catalogue content based on established parameters to determine digital storage location for the content Store digital content at appropriate storage 	<ul style="list-style-type: none"> Establish metadata taxonomy in collaboration with content departments Develop standard processes for end-users for the cataloguing and metadata tagging of content Drive the implementation of automation of content 		

**SKILLS FRAMEWORK FOR MEDIA
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

			<p>locations, in alignment with version control and asset management guidelines</p> <ul style="list-style-type: none"> • Assign metadata tags to ingested content from all sources to facilitate cataloguing and ease of retrieval • Assign licensing and rights information to content to aid rights management • Perform content archival and removal as per DRM guidelines • Perform catalogue updates and system maintenance activities for content cataloguing systems 	<p>cataloguing and metadata tagging</p> <ul style="list-style-type: none"> • Drive the adherence to the accurate assignment of DRM information to content for appropriate management of organisation' content rights 		
--	--	--	---	---	--	--