

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

<b>TSC Category</b>	Production and Direction					
<b>TSC Title</b>	Crew Selection					
<b>TSC Description</b>	Evaluate and select crew across all stages of production process including managing the auditions, interviews and selection as well as negotiation of scope, payments and terms of contract					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
			<b>MED-MPN-3022-1.1</b>	<b>MED-MPN-4022-1.1</b>	<b>MED-MPN-5022-1.1</b>	
			Coordinate the selection and contracting process for the crew roles	Identify potential candidates and manage the contracting process for selected crew	Approve selection of key production crew and heads of departments based on production needs	
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>Crew capabilities and numbers required for types of production</li> <li>Types of productions and genres</li> <li>Types of platforms and channels for crew scouting</li> <li>Types of information in crew database</li> <li>Contracting and hiring processes</li> <li>Stakeholders involved in crew selection process</li> <li>Statutory guideline and legislations for recruitments</li> <li>Relevant workplace safety and health procedures</li> </ul>	<ul style="list-style-type: none"> <li>Pre-production, production and post-production requirements</li> <li>Types of productions and genres</li> <li>Technical aspects of production</li> <li>Types of shoots</li> <li>Geography and location of shoots</li> <li>Types of equipment to be operated</li> <li>Statutory guidelines and legislations for recruitment</li> <li>Guidelines for fair employment practices</li> <li>Relevant workplace safety and health laws and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Different stages of the production</li> <li>Budget management techniques for crew management</li> <li>Creative and technical requirements of production projects</li> <li>Guidelines for fair employment practices</li> <li>Industry practices, policies and guidelines on hiring</li> </ul>	
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Detail out the types of crew and numbers required for a production</li> <li>Liaise with different agents, freelancers and companies to identify the crew</li> <li>Shortlist profiles based on the selection basis of required skills and capabilities</li> </ul>	<ul style="list-style-type: none"> <li>Identify the requirements for the crew from the scripts, budget, schedules</li> <li>Shortlist profiles and conduct interviews and practical tests to establish a fit for each crew member</li> </ul>	<ul style="list-style-type: none"> <li>Identify innovative ways and platforms for identifying a pool of candidates for heads of departments</li> <li>Lead interview and selection process for key positions</li> <li>Negotiate the terms of payments and scope of</li> </ul>	

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			<ul style="list-style-type: none"> <li>Obtain reference checks and feedback for the shortlisted crew</li> <li>Coordinate selection process for the shortlisted crew with the creative and production teams</li> <li>Prepare contracts for the selected production crew</li> <li>Maintain an up-to-date database of all crew members and their attributes to facilitate the selection process</li> <li>Process administration contract and agreements of the selected crew in accordance with the regulatory requirements</li> </ul>	<ul style="list-style-type: none"> <li>Assess the shortlisted crew as per the requirements</li> <li>Share feedback with the production and creative team</li> <li>Negotiate the terms of payments and scope of contracts with the selected production crew</li> <li>Review the administrative documents and contracts prepared for the selected crew</li> </ul>	<p>contracts with the key heads of department</p> <ul style="list-style-type: none"> <li>Review the administrative documents and contracts prepared for the key heads of department to ensure compliance with regulations and codes of practice</li> <li>Review the selection and interview processes to ensure robust selection outcomes</li> </ul>	
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