

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

TSC Category	Production and Direction					
TSC Title	Production Operations					
TSC Description	Manage the coordination and execution of production operations					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	MED-MPN-1025-1.1	MED-MPN-2025-1.1	MED-MPN-3025-1.1	MED-MPN-4025-1.1		
	Follow instructions on executing production operations by ensuring availability of cast, crew and resources as per requirements	Coordinate the execution of production operations to ensure adherence to budget and timelines	Plan the execution of production operations through guiding cast and crew in the achievement of production goals	Facilitate production operations to achieve budgetary, schedule and production goals		
Knowledge	<ul style="list-style-type: none"> Roles and contribution of key departments during filming, inter-dependencies and reporting structures of production team Production schedules Databases, paperwork, documentation and reports required and related formats Logistical requirements as per daily task lists for equipment and materials required on set and transportation and safe storage of the same Facility requirements including travel, ground transport, accommodation, storage, facilities on set including rest areas and catering 	<ul style="list-style-type: none"> Roles and contribution of key departments during filming, inter-dependencies and reporting structures of production team Vision and motivations of the creative team Production schedules Technical processes involved in production Type of approvals and permissions required from authorities Logistical requirements as per daily task lists for personnel Facilities requirements including travel, ground transport, accommodation, storage, facilities on set, rest areas and catering 	<ul style="list-style-type: none"> Budgets, schedules and desired standard of the production Creative briefs Key limitations on budgets, resources and time availability Detailed technical requirements for different genres and content types Inter-linkage across the various content production stages Factors that typically impact the production schedules Approval processes for deviations Relevant workplace safety and health guidelines Relevant statutory and regulatory compliances 	<ul style="list-style-type: none"> Budgets, schedules and desired standard of the production Various production styles and genres and corresponding implications on budgets, time schedules as well as the cast and crew requirements Production limitations including details of shooting locations and any key constraints on budgets, resources and time availability Inter-linkages across the various content production stages Target audience for the content Relevant workplace safety and health guidelines 		
Abilities	<ul style="list-style-type: none"> Communicate the production schedule to the crew to provide them with the details of the production 	<ul style="list-style-type: none"> Interpret the creative and technical requirements based on the production schedules and discuss with key technical and creative teams 	<ul style="list-style-type: none"> Prepare call sheets for scheduling the cast for the shoots Break down the production schedule into a daily task list 	<ul style="list-style-type: none"> Manage overall content production by creating schedules for budget and resources Inspect work activities to ensure the production 		

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	<ul style="list-style-type: none"> • Support production units towards successful completion of their tasks • Liaise with relevant departments to order and organise equipment, personnel and facilities to match the schedule requirements • Handle all the paperwork including call sheets, production reports, script, crew lists, location lease agreements, insurances and visas • Maintain an inventory of all resources • Print daily progress reports 	<ul style="list-style-type: none"> • Compile the daily production requirements for distribution to the cast and crew to provide them with details of the following day's shoot • Conduct checks prior to the daily production operation to ensure availability of production resources including software, equipment, crew and cast • Propose adjustments to daily schedules • Anticipate potential delays and budget overruns and escalate these to relevant departments and superiors • Identify ways to minimise delays and budget overruns • Coordinate multiple teams and individuals to maintain continuity of the production throughout the event • Check the documentation and paperwork required including call sheets, production reports, script, crew lists, location lease agreements, insurances and visas • Review the daily progress report and highlight issues to various departments 	<ul style="list-style-type: none"> • Manage the production activities on a day-to-day basis including coordination with all the creative and technical teams • Identify production requirements for the purpose of determining the production schedules by using appropriate techniques • Identify additional factors which may impact the production schedules • Provide the director and producer with daily schedules detailing every aspect of production including delay in timelines and deviation from budgets • Review paperwork and contracts to ensure all permissions are obtained for use of content that is subject to copyright law • Identify special approvals required and guidelines to be followed in special circumstances • Comply with workplace safety and health regulations in all job tasks 	<p>remains on schedule and make any changes due to unforeseen circumstances</p> <ul style="list-style-type: none"> • Assess the need for additional resources including cast, crew, finances and equipment • Resolve issues that may impact production progress • Facilitate discussions on deviations and solutions with all the department leads and ensure relevant changes are reflected in production schedules and budgets • Review production progress through reports and identify opportunities for improvement • Optimise production logistics processes by identifying inefficiencies and implementing appropriate changes • Oversee compliance with copyright laws and union agreements • Oversee compliance with workplace safety and health regulations 		
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