

# Skills Framework for Arts (Technical Theatre & Production)

## A Guide to Occupation and Skills

A Joint Initiative By



SKILLS *future* SG

# Contents

Introduction.....	4
Technical Theatre & Production Career Tracks.....	5
Skills Maps of Job Roles – Creative Track.....	6
Prop Designer.....	7
Assistant Multimedia Designer.....	9
Multimedia Designer.....	11
Assistant Lighting Designer.....	14
Lighting Designer.....	18
Associate / Assistant Sound Designer.....	22
Sound Designer.....	24
Assistant Set Designer.....	29
Set Designer.....	31
Assistant Costume Designer.....	34
Costume Designer.....	36
Make-up and / or Hair Designer.....	38
Skills Maps of Job Roles – Production Track.....	40
Production Assistant.....	41
Production Manager.....	43
Producer.....	45
Production Coordinator.....	48
Assistant Stage Manager.....	51
Stage Manager.....	53
Costume Coordinator.....	56
Skills Maps of Job Roles – Technical Track.....	58
General Crew.....	59
Scenic Supervisor.....	61
Prop Supervisor.....	64
Wardrobe Supervisor.....	67
Make-up and / or Hair Artist.....	69
Lighting Technician.....	71
Lighting Specialist.....	73
Sound Technician.....	78
Sound Specialist.....	80
Multimedia Technician.....	84

<b>Multimedia Specialist</b> .....	86
<b>Staging Technician</b> .....	89
<b>Staging Specialist</b> .....	91
<b>Automation Technician</b> .....	95
<b>Automation Specialist</b> .....	97
<b>Head of (Specialised) Department</b> .....	99
<b>Technical Manager / Director</b> .....	102
<b>Technical Skills and Competencies (TSCs)</b> .....	105
<b>TSCs General Descriptor</b> .....	110
<b>Critical Core Skills (CCSs)</b> .....	111
<b>Self-Employed Persons Competencies (SEPCs)</b> .....	114
<b>CCSs and SEPCs General Descriptor</b> .....	116
<b>Career Map</b> .....	117

# Introduction

## SKILLS FRAMEWORK

The Skills Framework is a SkillsFuture initiative developed for the Singapore workforce to promote skills mastery and lifelong learning. Jointly developed by the National Arts Council and SkillsFuture Singapore, together with employers, industry associations, education and training providers and individual arts practitioners, the Skills Framework for Arts (Technical Theatre & Production) provides useful information on:

- Sector Information
- Career Pathways
- Job Roles and their Key Tasks and Functions
- Existing and Emerging Skills

With the Skills Framework, individuals are equipped to make informed decisions about career choices, as well as take responsibility for skills upgrading and career planning.

<b>Assess Career Interests</b>	<b>Prepare for Desired Jobs</b>	<b>Find Avenues to Close Skills Gaps</b>	<b>Renew, Upgrade and Deepen Skills</b>
<ul style="list-style-type: none"><li>• Understand career pathways</li><li>• Recognise personal attributes required</li></ul>	<ul style="list-style-type: none"><li>• Understand skills and competency required</li></ul>	<ul style="list-style-type: none"><li>• Identify relevant training programmes to equip oneself with the required skills and competencies</li><li>• Participate in on-the-job training opportunities provided by companies</li></ul>	<ul style="list-style-type: none"><li>• Plan for career development / transition</li><li>• Recognise skills and competencies required for the intended job role</li><li>• Identify training programmes to upgrade and deepen skills</li></ul>

Apart from individuals, the Skills Framework can also be utilised by:

<b>Employers</b>	<b>Training Providers</b>
<ul style="list-style-type: none"><li>• Recognise and understand the vital skills required for success in the Arts industry</li><li>• Invest in training and development programmes to enhance their employees' skills and support their career progression</li></ul>	<ul style="list-style-type: none"><li>• Gain insights on the latest sector trends and emerging skill sets that are in demand</li><li>• Design and develop training programmes that cater to the specific needs of the industry</li></ul>

# Technical Theatre & Production Career Tracks

## Creative Track

Professionals in the Creative Track are involved in the production's conceptualisation and design aspects. They work closely with the creative leadership and creative teams to design visually appealing and immersive experiences for the audience, bringing the artistic vision to life. They use their creativity, artistic skills and knowledge of various design elements to design sets, costumes, lighting, soundscapes, multimedia content and more, aligning them with the overall creative vision of the production.

## Production Track

Professionals in the Production Track manage the logistical and operational aspects of the production, ensuring the smooth execution of rehearsals and performances. They coordinate with various teams, manage budgets, schedules, and resources and oversee the production process. Their efficient management ensures that the artistic vision is translated into reality and that the production runs seamlessly.

## Technical Track

Professionals in the Technical Track specialise in the technical aspects of a production, including building and operating the physical elements. They are responsible for handling lighting, sound, automation systems, multimedia content, set construction, props management, and more. They ensure that all technical elements are executed flawlessly, contributing to the production's overall success.

## **Skills Maps of Job Roles – Creative Track**

# Prop Designer

## JOB ROLE DESCRIPTION

Prop Designers are responsible for identifying and designing appropriate props for a production. They typically work closely with Stage Managers and Set Designers to design and create props that match the style and period of the production. They understand and utilise different tools, methods and materials to create props that look authentic and can produce the desired effects. They are responsible for estimating cost of props and ensuring any purchases and/or rentals fall within the budget. They also manage the prop team's schedule.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Develop prop designs	<ul style="list-style-type: none"> <li>• Conceptualise types of props required</li> <li>• Develop designs for required props</li> <li>• Present prop design plans to creative and production leadership</li> <li>• Refine prop design plans based on inputs from the creative and production leadership</li> <li>• Support building of necessary props in partnership with contractors and carpenters</li> </ul>
	Establish prop requirements	<ul style="list-style-type: none"> <li>• Determine prop requirements through coordination with the creative and production leadership</li> <li>• Communicate actively with the Prop Supervisor to coordinate the purchase and rental of props, tools and materials</li> <li>• Communicate actively with other creative designers to create desired props</li> </ul>
	Plan asset development	<ul style="list-style-type: none"> <li>• Provide time estimates for specific tasks for the prop team based on production timeline</li> <li>• Allocate work to junior team members based on skillsets and in alignment with the project plan</li> <li>• Identify tools and pipeline requirements for allocated work</li> <li>• Ensure prop purchases, rental and designs fall within budget</li> </ul>
Develop skills	<ul style="list-style-type: none"> <li>• Research on the latest tools, methods and materials for prop design and creation</li> </ul>	

# Prop Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Concept Creation for Production Design	Level 4	Creative Thinking	Intermediate
	Contract Vendor Management	Level 3	Communication	Intermediate
	Production Design	Level 4	Transdisciplinary Thinking	Intermediate
	Prop Design	Level 3	Collaboration	Intermediate
	Props Management	Level 3	Adaptability	Intermediate
	Set Construction	Level 3		
	Set Design	Level 4		
	Sustainability Management	Level 4		
	Visual Style Development	Level 4		
Workplace Safety and Health	Level 3			

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Set Designer (Set Decoration, Props Management)	Media



# Assistant Multimedia Designer

## JOB ROLE DESCRIPTION

Assistant Multimedia Designers assist Multimedia Designers in drafting effective multimedia designs to be incorporated into a production. They research the latest media techniques and design ideas, and draft content that evoke the intended style, mood and theme. They produce new multimedia content through digital images, videos, animations, sequencing and audio/visual effects in various authoring and software packages.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Support development of multimedia content	<ul style="list-style-type: none"><li>• Provide inputs on types of media required</li><li>• Utilise media creation tools to draft content ideas</li><li>• Present multimedia content to the multimedia team for review</li><li>• Refine multimedia content based on creative inputs from the multimedia team</li></ul>
	Provide inputs on multimedia content requirements	<ul style="list-style-type: none"><li>• Interpret production requirements for multimedia content creation</li><li>• Conduct research on content requirements</li></ul>
	Develop skills and portfolio	<ul style="list-style-type: none"><li>• Conduct research on the latest media techniques and mediums to diversify skillsets</li><li>• Build professional portfolio comprising media content created with research and work done on previous projects</li><li>• Explore and gain competence in basic software packages to enhance breadth and depth of professional portfolio</li></ul>

# Assistant Multimedia Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Concept Creation for Production Design	Level 3/4	Digital Fluency	Basic
	Content Creation	Level 3	Collaboration	Basic
	Digital and Interactive Design	Level 3	Creative Thinking	Basic
	Immersive Video Editing for Performing Arts	Level 3	Transdisciplinary Thinking	Basic
	Infrastructure Design	Level 3	Problem Solving	Basic
	Innovation Management	Level 4		
	Media File Formats Conformation	Level 3		
	Multimedia Design	Level 3-5		
	Multimedia Operations	Level 2		
	Video Editing	Level 3		
	Vision Mixing	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	3D Artist (Modelling / Rigging / Texturing, Digital Lighting, Digital Compositing)	Media
	Designer	Design
	Video Editor (Colour Grading, Online Editing)	Media

# Multimedia Designer

## JOB ROLE DESCRIPTION\*

Multimedia Designers utilise technological tools to draft effective multimedia designs to be incorporated into production according to the creative leadership’s vision. They develop content ideas that evoke the intended style, mood and theme, in collaboration with other creative designers. They oversee the development of multimedia content through digital images, videos, animations, sequencing and audio/visual effects in various authoring and software packages. They oversee and work closely with two teams – the content creation/production team and the technical video delivery team. They may work with a media content producer to generate the necessary content. They research the latest media techniques and design ideas to gain competency in new areas and diversify their skillsets.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Develop multimedia content	<ul style="list-style-type: none"> <li>• Visualise types of media required</li> <li>• Review content ideas from junior team members and provide inputs for refinement</li> <li>• Utilise media creation tools to produce content ideas</li> <li>• Present multimedia content to creative leadership for review</li> <li>• Refine multimedia content based on creative inputs from the creative leadership</li> <li>• Work with external media producer to identify third-party vendors to generate media content</li> </ul>
	Establish multimedia content requirements	<ul style="list-style-type: none"> <li>• Determine production requirements for multimedia content creation through collaboration with other creative designers</li> <li>• Guide research direction on content requirements</li> <li>• Lead multimedia content creation discussions</li> </ul>
	Plan asset development	<ul style="list-style-type: none"> <li>• Provide time estimates for specific tasks for the multimedia team based on production timeline</li> <li>• Allocate work to junior team members based on skillsets and in alignment with project plan</li> <li>• Identify tools and pipeline requirements for allocated work</li> </ul>

### Notes

\*The exact title and scope of this role may change from country to country and depends on the needs of the employer. Projection Designer or Video Designer are common synonyms for this role in markets such as the US and UK.

# Multimedia Designer

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Programming multimedia content	<ul style="list-style-type: none"><li>• Convert format of multimedia content from external parties to align with internal systems</li><li>• Adjust and fine-tune multimedia equipment to align with cues and other teams</li></ul>
Develop skills and portfolio	<ul style="list-style-type: none"><li>• Develop proficiency in the latest media techniques and mediums to diversify skillsets</li><li>• Enhance professional portfolio comprising media content created with research and work done on previous projects</li><li>• Explore and gain competence in complex software packages to enhance breadth and depth of professional portfolio</li></ul>	

# Multimedia Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Concept Creation for Production Design	Level 5/6	Creative Thinking	Intermediate
	Content Creation	Level 4	Communication	Intermediate
	Digital and Interactive Design	Level 5	Transdisciplinary Thinking	Advanced
	Immersive Video Editing for Performing Arts	Level 4	Collaboration	Intermediate
	Infrastructure Design	Level 3	Problem Solving	Intermediate
	Innovation Management	Level 5		
	Media File Formats Conformation	Level 4		
	Multimedia Design	Level 5		
	Multimedia Operations	Level 3		
	Production Budget Management	Level 3		
	Project Management	Level 5		
	Video Editing	Level 4		
	Vision Mixing	Level 4		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	3D Artist (Modelling / Rigging / Texturing, Digital Lighting, Digital Compositing)	Media
	Creative Director	Media
	Designer	Design
	Director (Single Camera Production, Multiple Camera Production)	Media

# Assistant Lighting Designer

## JOB ROLE DESCRIPTION

Assistant Lighting Designers support the lighting team in interpreting and executing the overall creative vision. They aid in developing lighting design plans to create a particular mood and effect. They assist in creating lighting plots and managing lighting during productions, and take lead from Lighting Designers.

Assistant Lighting Designers are required to effectively communicate with internal and external stakeholders, to ensure precise equipment installation and alignment. Additionally, they may assist with the focusing of lights and producing digital lighting plots or 3D renderings at the discretion of the Lighting Designer. During load-ins at receiving houses, they lead rigging and focusing of lights, and assist in ensuring that equipment is installed according to the lighting plan. They should be well-versed in various lighting tools and consoles. They may also engage in lighting programming, show operations, and handling paperwork as needed.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Support development of lighting design plans	<ul style="list-style-type: none"><li>• Provide input on various types of lighting required</li><li>• Assist in the creation of pre-production technical preparation work such as basic research collages and 3D renderings</li><li>• Assist in developing production lighting/ follow-spot cue synopsis, lighting deck run cues and pre-show checklists</li><li>• Attend “Paper Tech” technical rehearsals and assist in communicating all lighting plans, cues and ideation to the technical teams</li><li>• Review and provide inputs on the lighting design plans for refinement</li><li>• Source for lighting practicals or other relevant lighting equipment</li><li>• Support the execution of lighting design plans in stumble-through or full production runs</li><li>• Provide inputs on various types of lighting required for theatre production</li></ul>

# Assistant Lighting Designer

	CRITICAL WORK FUNCTIONS	KEY TASKS
<p>CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)</p>	<p>Provide input on lighting requirements</p>	<ul style="list-style-type: none"> <li>• Understand and be familiarised with the overall production design concept, and each lighting cue intent</li> <li>• Keep track of all paperwork related to lighting design using manual or digital methods</li> <li>• Use Computer Aided Design (CAD) programs to assist in creation of lighting plan</li> <li>• Support the Lighting Designer in the identification and interpretation of lighting requirements</li> <li>• Contribute creative ideas to lighting design plan discussions</li> </ul>
	<p>Manage asset development through resource and project management</p>	<ul style="list-style-type: none"> <li>• Communicate lighting plans to the technical teams and assist in managing the lighting team</li> <li>• Implement lighting plans including the management of basic lighting console programming (such as patching, blind cue updates and intelligent lights control)</li> <li>• Assist in leading the Lighting Technicians at focus calls and work-notes sessions</li> <li>• Assist in evaluating show cue notes and estimating/ coordinating work-notes and dark time</li> <li>• Assist in observing and taking cue and work-notes together with the Lighting Designer during technical and dress rehearsals</li> <li>• Create a pre-show checklist and execute dimmer checks with receiving house's Lighting Technicians prior to each performance (or as needed periodically)</li> <li>• Support the Lighting Designer in polishing and improving lighting cues and light plot</li> <li>• Archive lighting paperwork for potential tour or future staging of production</li> </ul>

# Assistant Lighting Designer

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Develop skills and portfolio	<ul style="list-style-type: none"><li>• Explore various available lighting effect techniques to diversify skillsets and deliver across a variety of projects</li><li>• Build professional portfolio comprising lighting effects created with research and work done on previous projects</li><li>• Explore different artistic themes and visual styles to enhance the breadth and depth of own portfolio</li></ul>



# Assistant Lighting Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Concept Creation for Production Design	Level 3	Digital Fluency	Basic
	Digital and Interactive Design	Level 2	Collaboration	Basic
	Digital Lighting for Production	Level 2	Creative Thinking	Basic
	Lighting Conceptualisation and Design for Production	Level 3-5	Transdisciplinary Thinking	Basic
	Lighting Operations	Level 3	Problem Solving	Basic
	Production Quality Management	Level 3		
	Project Management	Level 3		
	Rigging Operations*	Level 1		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Designer	Design
Grip / Lighting Technician	Media	

**Notes**

\*This TSC may only be applicable for Assistant Lighting Designers hired by venues.

# Lighting Designer

## JOB ROLE DESCRIPTION

Lighting Designers are responsible for crafting lighting designs in line with the creative vision of the production. They are responsible for designing all aspects of lighting; from creating plans and specifying equipment placement to cue development, including brightness, colour, and transitions. They are also responsible for all paperwork related to lighting, such as hook-ups, schedules and colour lists. They create lighting plots specifying the placement and configuration of all instruments and oversee lighting during production runs.

Lighting Designers lead the lighting team and coordinate the development, installation and operation of the lighting design and any other special electrical effects. They decide on the lighting equipment to use from existing inventory or on the lighting rental package for venues with cold rig. They work in tandem with the creative leadership, other production designers and the lighting team to ensure the lighting complements all creative elements of the production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Develop lighting design plans	<ul style="list-style-type: none"><li>• Visualise and design various types of lighting required</li><li>• Develop a light plot with Computer-Aided Design (CAD) programs and draft supporting paperwork such as instrument schedules and magic sheets</li><li>• Develop a cue synopsis that details all lighting shifts and changes in the production</li><li>• Collaborate with the Technical Manager and Master Electrician to coordinate hang, focus and dark time</li><li>• Collaborate with the Stage Manager, Set Designer and Technical Manager to identify and prepare the lighting needs for any masking, flying, shifting scenery, as well as any wired practicals to be utilised</li><li>• Present lighting design plans to creative leadership and refine lighting design plans based on their inputs</li><li>• Liaise with external vendors for the purchase or rental of lighting practicals and equipment</li><li>• Oversee all lighting design aspects in all design/production meetings, and stumble-through or full production runs</li></ul>

# Lighting Designer

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Establish lighting requirements	<ul style="list-style-type: none"> <li>• Ascertain lighting requirements based on the style, narrative arc and dramaturgical needs of the production</li> <li>• Lead the discussions and development of lighting design plan/plot with the lighting team</li> <li>• Collaborate with the creative leadership to reach a collective agreement on the overall production and lighting concepts required</li> <li>• Communicate actively with other creative designers to coordinate and align on the final lighting design plan</li> </ul>
	Manage asset development through resource and project management	<ul style="list-style-type: none"> <li>• Provide time estimates for specific tasks for the lighting team based on the production timeline</li> <li>• Allocate work to junior team members based on skillsets and in alignment with lighting plan</li> <li>• Identify tools and pipeline requirements for allocated work</li> <li>• Manage projects to meet schedules, budget, manpower and technical quality targets</li> <li>• Conduct regular project reviews to recommend schedule changes, cost or resource adjustments</li> </ul>
	Facilitate lighting implementation	<ul style="list-style-type: none"> <li>• Direct, coordinate and conduct the focus call and dark time for light cue-ing</li> <li>• Work with the Lighting Programmer on lighting console preparation ahead of technical rehearsals</li> <li>• Participate in “Paper Tech” technical rehearsals to run through show cue-by-cue, prior to the first technical rehearsal</li> <li>• Oversee all lighting aspects of technical and dress rehearsals and evaluate, plan and rework lighting cues as necessary</li> <li>• Resolve design and technical issues associated with lighting implementation</li> <li>• Polish and improve lighting cues and plot</li> <li>• Document lighting paperwork for potential tour or future staging of production</li> </ul>

# Lighting Designer

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Develop skills and portfolio	<ul style="list-style-type: none"><li>• Gain proficiency in various lighting effect techniques to diversify skillsets and deliver across a variety of projects</li><li>• Enhance professional portfolio comprising lighting effects created with research and work done on previous projects</li><li>• Explore complex lighting effect techniques to enhance skillsets</li></ul>

# Lighting Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Concept Creation for Production Design	Level 6	Creative Thinking	Intermediate
	Digital and Interactive Design	Level 3	Communication	Intermediate
	Digital Lighting for Production	Level 2	Transdisciplinary Thinking	Advanced
	Infrastructure Design	Level 3	Collaboration	Intermediate
	Innovation Management	Level 4	Problem Solving	Intermediate
	Lighting Conceptualisation and Design for Production	Level 5		
	Lighting Operations	Level 4		
	Production Budget Management	Level 3		
	Production Quality Management	Level 4		
	Project Management	Level 3		
	Rigging Equipment Maintenance*	Level 3		
	Rigging Operations*	Level 4		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	3D Artist (Modelling / Rigging / Texturing, Digital Lighting, Digital Compositing)	Media
	Arts Instructor	Arts
	Creative Director	Media
	Designer	Design
	Facilities Manager / Facilities Engineer	Built Environment

**Notes**

\*This TSC may only be applicable for Lighting Designers hired by venues.

# Associate / Assistant Sound Designer

## JOB ROLE DESCRIPTION

Associate / Assistant Sound Designers support the planning and development of music, sound effects and soundscapes to be used during a production, to create the desired impact based on the artistic vision. They support Sound Designers in drafting a sound cue list, which describes the changing sounds throughout the entire production, and assist in the creation of the planned sounds and considerations for positioning of speakers. They need to be comfortable with audio and engine tools, sound technologies, and understand various music styles and genres.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Support development of sound design plans	<ul style="list-style-type: none"> <li>• Draft sound design plans and cues to determine sound effects</li> <li>• Utilise audio tools and other equipment to draft required sound effects</li> <li>• Source for relevant audio required</li> <li>• Present sound design plans to the sound team</li> <li>• Refine sound design plans based on inputs from the sound team</li> </ul>
	Provide input on sound requirements	<ul style="list-style-type: none"> <li>• Interpret sound requirements</li> <li>• Contribute creative ideas to sound design plan</li> </ul>
	Develop skills and portfolio	<ul style="list-style-type: none"> <li>• Gain proficiency in the latest sound technologies and music styles to diversify skillsets</li> <li>• Explore and gain competence in basic audio software and equipment</li> </ul>

# Associate / Assistant Sound Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Concept Creation for Production Design	Level 3	Digital Fluency	Basic
	Production Quality Management	Level 3	Collaboration	Basic
	Sound Design and Creation	Level 3-5	Creative Thinking	Basic
	Sound Recording Operations	Level 4	Transdisciplinary Thinking	Basic
	Technical Sound Design	Level 4	Problem Solving	Basic
	Technical Sound Editing and Mixing	Level 4		

ADJACENT JOB OCCUPATIONS	JOB ROLE		SKILLS FRAMEWORK	
	Game Sound Designer		Media	
	Sound Editor / Sound Engineer		Media	
	Sound Recordist		Media	

# Sound Designer

## JOB ROLE DESCRIPTION

Sound Designers curate the right mix of music, sound effects, and soundscapes to create the desired impact for a production based on the artistic vision. They develop a sound cue list which describes the changing sounds throughout the entire show and are responsible for creating and producing the planned sounds and deciding on the best possible positioning of speakers.

They provide the designs for all pre-recorded music, sound effects and the reinforcement of live voices, musical instruments and sound elements for the production. They are proficient with audio and engine tools, sound technologies, and have deep knowledge and a strong understanding of various music styles and genres. They are also responsible for monitoring costs of sound production and managing the sound team's schedule.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Establish sound requirements / plans	<ul style="list-style-type: none"> <li>• Determine sound requirements for production through discussions with the creative leadership</li> <li>• Lead sound design plan discussions</li> <li>• Communicate actively with other creative designers to coordinate sound design plan</li> </ul>
	Develop sound design plans	<ul style="list-style-type: none"> <li>• Create sound design plans and cue sequences to determine sound effects, including the type of sound, where it will come from, the movement of the sound and whether the sound is soft or loud</li> <li>• Utilise audio tools and other equipment to create required sound effects</li> <li>• Gather required audio from various sources</li> <li>• Review sound design plans from junior team members and provide inputs for refinement</li> <li>• Present sound design plans to creative leadership</li> <li>• Refine sound design plans based on inputs from the creative leadership</li> </ul>
	Manage sound design activities in line with production schedule and budget	<ul style="list-style-type: none"> <li>• Provide time estimates for specific tasks for the sound team based on production timeline</li> <li>• Allocate work to junior team members based on skillsets and in alignment with project plan</li> <li>• Identify tools and pipeline requirements for allocated work</li> <li>• Ensure costs for audio production fall within budget</li> </ul>



# Sound Designer

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Develop skills and portfolio	<ul style="list-style-type: none"><li>• Conduct research and gain proficiency in the latest sound technologies and music styles to diversify skillsets</li><li>• Explore and gain competence in audio software and equipment</li></ul>

# Sound Designer

## SPECIALISATION: SYSTEM DESIGNER\*

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
		Establish sound requirements / plans
	Select and configure system	<ul style="list-style-type: none"> <li>• Identify and select appropriate audio systems, equipment, and technologies that align with the production's requirements and budget</li> <li>• Configure the systems to ensure compatibility and optimal performance, considering factors such as amplifiers, speakers, mixers, signal processors and networking solutions</li> <li>• Collaborate with technicians, engineers and other relevant professionals to integrate the selected audio systems into the production environment</li> <li>• Oversee the installation, wiring, connectivity and calibration of the systems to ensure proper functionality and seamless integration with other production elements</li> </ul>

**Notes**

\* Critical Work Functions and Key Tasks for System Designers may also be undertaken by Associate Sound Designers.

# Sound Designer

## SPECIALISATION: COMPOSER

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Compose music	<ul style="list-style-type: none"><li>• Generate original musical ideas, melodies, harmonies and rhythms that align with the intended mood, tone, and style of the production</li><li>• Craft the music's structure and form, considering the specific requirements of scenes, characters or moments within the production</li></ul>
	Arrange and orchestrate	<ul style="list-style-type: none"><li>• Arrange and orchestrate compositions for different instruments, including virtual instruments</li><li>• Make creative decisions about instrumentation, voicing, dynamics and textures to enhance the impact of the music</li></ul>

# Sound Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Concept Creation for Production Design	Level 4	Creative Thinking	Intermediate
	Production Quality Management	Level 4	Communication	Intermediate
	Project Management	Level 3	Transdisciplinary Thinking	Advanced
	Sound Design and Creation	Level 5	Collaboration	Intermediate
	Sound Recording Operations	Level 5	Problem Solving	Intermediate
	Technical Sound Design	Level 5		
	Technical Sound Mixing and Editing	Level 5		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Arts Instructor	Arts
	Creative Director	Media
	Game Sound Designer	Media
	Sound Editor / Sound Engineer	Media
Supervising Sound Editor (Sound Mixing)	Media	

# Assistant Set Designer

## JOB ROLE DESCRIPTION

Assistant Set Designers assist in realising the production's overall visual aspects by drafting the set design based on the production plans and the overall visual concept. This can include building the set model, helping with presenting the design proposal, drafting the stage plans and coordinating with the technical team on the material needed for set designs, including scenery, furniture, and props.

Assistant Set Designers draft a comprehensive set of requirements for the materials and coordinate with other design elements such as lighting or sound to ensure alignment. They also source for set construction vendors and ensure that sets evoke the intended style, mood, and theme.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Support planning of set specifications for production	<ul style="list-style-type: none"> <li>• Draft set design requirements based on evaluation of production plans and overall design concept</li> <li>• Assist in developing technical sketches and models of the set together with detailed layout and material specifications</li> <li>• Present overall set design ideas to set team</li> <li>• Refine overall set design ideas based on inputs from the set team</li> <li>• Contribute creative ideas to set design plan</li> </ul>
	Assist the management of set operations	<ul style="list-style-type: none"> <li>• Assist in conducting quality and safety checks to ensure workplace safety for the crew</li> <li>• Assist in checking the condition of set elements and suggest necessary repairs or replacement</li> </ul>
	Assist the management of strikes and set logistics	<ul style="list-style-type: none"> <li>• Support set setup and provide troubleshooting assistance</li> <li>• Assist in reviewing quality of set and return them to their sources</li> </ul>

# Assistant Set Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 4	Problem Solving	Intermediate
	Concept Creation for Production Design	Level 3	Creative Thinking	Basic
	Contract Vendor Management	Level 2	Collaboration	Basic
	Production Design	Level 4	Communication	Intermediate
	Production Quality Management	Level 3	Adaptability	Basic
	Project Management	Level 3		
	Prop Design	Level 1		
	Risk Assessment for Production	Level 3		
	Set Construction	Level 3		
	Set Design	Level 4		
	Sustainability Management	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Arts Instructor	Arts
	Designer	Design
Visual Merchandiser	Retail	

# Set Designer

## JOB ROLE DESCRIPTION

Set Designers conceptualise the set design based on the source material and the overall visual concept. These set designs would include the use of space, scenery, furniture and props. They lay the foundation for the full vision and concept of the set upon which all other design elements (lighting, costume, props, etc) align to bring the ideal visual of the production to life. Set Designers develop a comprehensive set of requirements for the materials needed. They develop deliverables such as floor plans, drawings for construction, scaled model boxes and other documentation.

Set Designers are also responsible for designing the transitions between scenes or scene changes and ensure that other technical production areas, such as lighting or sound, are aligned with the set. They identify and recommend set construction vendors in line with vendor capabilities and cost considerations. They monitor and ensure the quality of set construction, troubleshoot and ensure that the set evokes the intended style, mood and theme.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Develop set concept and translate it into technical details for construction	<ul style="list-style-type: none"> <li>• Develop set design requirements based on evaluation of production plans and overall design concept</li> <li>• Develop technical sketches and models of the set together with detailed layout and material specifications</li> <li>• Review overall set design ideas from junior team members to provide inputs for refinement</li> <li>• Present overall set design ideas to creative leadership</li> <li>• Refine overall set design ideas based on inputs from the creative leadership</li> <li>• Lead set design plan discussions</li> <li>• Collaborate with other creative designers to coordinate set design</li> </ul>
	Plan asset development	<ul style="list-style-type: none"> <li>• Provide time estimates for specific tasks for the set team based on the production timeline</li> <li>• Allocate work to junior team members based on skillsets and in alignment with the production plan</li> <li>• Identify tools and pipeline requirements for allocated work</li> <li>• Ensure set development falls within budget</li> </ul>

# Set Designer

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Oversee building of set	<ul style="list-style-type: none"><li>• Ensure cohesive development of the set by collaborating with production teams</li><li>• Conduct quality and safety checks to ensure workplace safety for production crew</li><li>• Oversee condition of set elements and ensure effective repair and replacement of minor damages by contractors</li><li>• Oversee set changes during rehearsals and provide guidance for Stage Managers to do the same during the production</li><li>• Maintain continuity in rehearsals between scenes beyond set design and decoration to include lighting and other equipment that impact the visual quality of production</li><li>• Provide recommendations on installation of set</li></ul>



# Set Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 4	Creative Thinking	Intermediate
	Concept Creation for Production Design	Level 5	Communication	Intermediate
	Contract Vendor Management	Level 3	Transdisciplinary Thinking	Intermediate
	Production Design	Level 5	Collaboration	Intermediate
	Production Quality Management	Level 4	Global Perspective	Intermediate
	Project Management	Level 4		
	Prop Design	Level 2		
	Risk Assessment for Production	Level 3		
	Set Construction	Level 4		
	Set Design	Level 5		
	Visual Style Development	Level 4		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Art Director	Media
	Arts Instructor	Arts
	Creative Director	Media
	Designer	Design
	Director of Photography	Media
	Landscape Designer	Landscape

# Assistant Costume Designer

## JOB ROLE DESCRIPTION

Assistant Costume Designers assist in designing the costumes for a production, making sure they match the style and the production’s overall visual concept, and are practical for the cast. They draft the costume for each character and assist in constructing, renting, and purchasing costumes, as well as wardrobe fittings for the cast.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Support development of costume designs	<ul style="list-style-type: none"> <li>• Provide input on various types of costume designs required for production</li> <li>• Draft costume design plans in accordance with production requirements</li> <li>• Present created costume designs to the costume team for review</li> <li>• Refine costume designs based on creative inputs from the costume team</li> <li>• Create costume plot to track costume changes worn by cast during various scenes</li> </ul>
	Assist with the procurement of costumes	<ul style="list-style-type: none"> <li>• Source for external vendors for construction and rental of costumes</li> <li>• Procure costumes according to design specifications</li> <li>• Manage the costume budget</li> </ul>
	Assist in ensuring smooth delivery of logistics for costume before and during production in collaboration with Wardrobe Supervisors	<ul style="list-style-type: none"> <li>• Assist in the fitting of costumes for the cast</li> <li>• Assist in the inspection of designed costumes for alignment to production specifications</li> <li>• Assist in striking of costumes within strike deadline</li> </ul>

# Assistant Costume Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 3	Problem Solving	Basic
	Concept Creation for Production Design	Level 3	Creative Thinking	Basic
	Contract Vendor Management	Level 2	Collaboration	Basic
	Costume Design and Creation	Level 3	Transdisciplinary Thinking	Intermediate
	Procurement for Production Operations	Level 3	Adaptability	Basic
	Production Design	Level 3		
	Production Quality Management	Level 3		
	Project Management	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE		SKILLS FRAMEWORK	
	Art Team Assistant / Set Dresser		Media	
	Designer		Design	
	Sales Associate / Brand Associate		Retail	

# Costume Designer

## JOB ROLE DESCRIPTION

Costume Designers are responsible for designing costumes for a production to capture the desired look in line with the production's overall visual concept and the cast's role. They ensure that costumes are practical for every cast member. They oversee research on relevant costumes to suit the context of the production, including fashion from different cultures, time periods, genres and art forms.

Costume Designers liaise with production leadership on the overall vision of the performance, aligning the cast's appearance with the make-up and hair team. They are responsible for overseeing the construction, rental and purchase of costumes, as well as wardrobe fittings for the cast. They prepare cost estimates and are also responsible for managing the production schedule for the costume team.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Craft costume designs	<ul style="list-style-type: none"> <li>• Research on various types of costume designs required</li> <li>• Review costume design ideas from junior team members to provide creative inputs for refinement</li> <li>• Render costume design plans in accordance with production requirements</li> <li>• Collaborate with relevant stakeholders to review costume design ideas</li> <li>• Refine costume designs based on creative inputs from the relevant stakeholders</li> </ul>
	Manage costume activities in line with the production schedule	<ul style="list-style-type: none"> <li>• Provide time estimates for specific tasks for the costume team based on the production timeline</li> <li>• Allocate work to junior team members based on skill sets and in alignment with the project plan</li> <li>• Ensure costume designs, construction and rental fall within cost estimates</li> </ul>
	Oversee smooth delivery of logistics for costume before and during production in collaboration with Wardrobe Supervisors	<ul style="list-style-type: none"> <li>• Oversee fittings of costumes for the cast</li> <li>• Make adjustments and tweaks to costumes continuously during production for alignment to production specification</li> </ul>

# Costume Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 3	Creative Thinking	Intermediate
	Concept Creation for Production Design	Level 4	Communication	Intermediate
	Contract Vendor Management	Level 3	Global Perspective	Intermediate
	Costume Design and Creation	Level 4	Collaboration	Intermediate
	Procurement for Production Operations	Level 3	Adaptability	Intermediate
	Production Design	Level 3		
	Production Quality Management	Level 4		
	Project Management	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Arts Instructor	Arts
	Creative Director	Media
	Designer	Design
	Merchandising Executive	Retail
	Visual Merchandiser	Retail

# Make-up and / or Hair Designer

## JOB ROLE DESCRIPTION

Make-up and / or Hair Designers are responsible for designing and planning the cast’s visual appearance through make-up and hairstyles that capture the desired look in line with the production's vision and the cast's role. They work closely with Costume Designers to create a look for each cast member that will visually support their role in the production. They are responsible for designing wigs and hair pieces. They are well-versed in cosmetic styles across cultural context and can create speciality make-up. They oversee research on the art form, context and setting of the production, as well as cosmetic styles. Make-up and / or Hair Designers oversee and manage the production schedule for the make-up and hair team.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Craft make-up and hair designs	<ul style="list-style-type: none"> <li>• Research and brainstorm appropriate make-up and hairstyles for cast that will be effective in bringing production to life</li> <li>• Review and refine make-up and hairstyle ideas from junior team members</li> <li>• Create make-up and hairstyle plans in accordance with production vision, requirements, the nuances of the art form and costume plans</li> <li>• Outline make-up and hairstyle requirements for cast at each stage of the production</li> <li>• Present make-up and hairstyle ideas to creative leadership for review</li> <li>• Liaise with external vendors on construction and rental of wigs and hair pieces, together with any special make-up supplies or prosthetics</li> </ul>
	Manage make-up and hair activities in line with production schedule	<ul style="list-style-type: none"> <li>• Provide time estimates for specific tasks for the make-up and hair team based on production schedule</li> <li>• Allocate work to junior team members based on skillsets and in alignment with project plan</li> <li>• Ensure make-up and hairstyles construction, rental and purchases fall within budget</li> </ul>
	Oversee smooth delivery of logistics for make-up and hairstyles before and during production in collaboration with Make-up and / or Hair Artists	<ul style="list-style-type: none"> <li>• Oversee delivery of make-up and hair sessions for the cast</li> <li>• Oversee inspection of designed wigs, hairpieces and make-up for alignment to the production specifications and propose revisions</li> </ul>

# Make-up and Hair Designer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 3	Global Perspective	Basic
	Hair Design and Styling	Level 4	Creative Thinking	Intermediate
	Make-up Design (Including Special Effects)	Level 4	Collaboration	Basic
	Project Management	Level 3	Communication	Intermediate
		Adaptability	Basic	

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Sales Associate / Brand Associate	Retail

## **Skills Maps of Job Roles – Production Track**



# Production Assistant

## JOB ROLE DESCRIPTION

Production Assistants support the operational aspects of the production by performing administrative tasks and managing logistics on a day-to-day basis. They are responsible for organising all assigned documents required for production, and coordinating matters such as licensing, rehearsals, ticketing and other production activities as directed by Production Managers.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage production operations	<ul style="list-style-type: none"><li>• Assist in creating production schedules based on given show timeline</li><li>• Assist in organising production meetings</li><li>• Assist in managing the technical teams and ensuring that technical elements of the production are completed safely and within timeline and budget</li><li>• Assist in managing the organisation of the stage and backstage areas</li><li>• Disseminate all relevant documents and information to required stakeholders</li><li>• Assist in on-the-ground operations with all stakeholders</li><li>• Support financial documentation and administration</li></ul>

# Production Assistant

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Performing Arts Production Operations	Level 1	Collaboration	Basic
	Production Quality Management	Level 2	Communication	Basic
	Project Management	Level 2/3	Building Inclusivity	Basic
	Rehearsal Management	Level 2	Adaptability	Basic
	Risk Assessment for Production	Level 2	Problem Solving	Basic
	Workplace Safety and Health	Level 1		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Event Manager / Project Manager	Tourism
Meeting Planner	Tourism	

# Production Manager

## JOB ROLE DESCRIPTION

Production Managers work with the creative, technical and stage management teams to lead the operational aspects of a production. They ensure that the technical and production elements are aligned with health and safety protocols. They are responsible for the application of permits and licenses, ensuring that they are obtained on time. They are responsible for creating production schedules for each show and ensuring all aspects of the production fall within the allocated budget. They prepare budgets in consultation with the Producer and monitor accurate expenses to present to relevant stakeholders.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage production operations	<ul style="list-style-type: none"> <li>• Create and manage production schedules based on, but not limited to, rehearsals, performances, bump in and teardown</li> <li>• Organise and lead production meetings</li> <li>• Hire and manage the technical teams, vendors and suppliers, and ensure technical elements of the production are completed safely and within timeline and budget</li> <li>• Ensure decisions made and exercised regarding all technical theatre elements are in accordance with health and safety legislation</li> <li>• Identify tools and pipeline requirements for allocated work</li> <li>• Conduct risk assessments</li> <li>• Manage, troubleshoot and problem solve situations</li> </ul>
	Manage budgeting	<ul style="list-style-type: none"> <li>• Communicate actively with the creative, technical and stage management teams to ensure aspects of production fall within the allocated budget</li> </ul>
	Manage teams	<ul style="list-style-type: none"> <li>• Manage effectiveness of teams</li> <li>• Monitor and forecast work allocations and staffing of the various teams</li> </ul>
	Manage projects	<ul style="list-style-type: none"> <li>• Drive projects to meet schedules, budget, manpower and technical quality targets</li> <li>• Work with technical and stage management teams to determine and resolve issues associated with production</li> <li>• Ensure project targets and requirements are completed on time</li> <li>• Conduct regular projects reviews to recommend schedule changes, costs, or resource adjustments</li> </ul>

# Production Manager

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 5	Decision Making	Advanced
	Contract Vendor Management	Level 4	Communication	Intermediate
	Crew Selection	Level 5	Collaboration	Intermediate
	Legal and Compliance Management	Level 4	Adaptability	Intermediate
	Performing Arts Production Operations	Level 4	Transdisciplinary Thinking	Intermediate
	Production Budget Management	Level 5		
	Production Planning and Scheduling	Level 5		
	Production Quality Management	Level 4		
	Project Management	Level 5		
	Rehearsal Management	Level 5		
	Risk Assessment for Production	Level 4		
Workplace Safety and Health	Level 3			

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Event Manager / Project Manager	Tourism

# Producer

## JOB ROLE DESCRIPTION

Producers lead the end-to-end management of a production. They oversee and manage the entire lifecycle of a production, from content ideation to pre-production and production. They lead a team responsible for the creative coordination and logistical management of the production to ensure smooth production operations.

Producers are required to work with multiple internal and external stakeholders to raise funding, hire the technical and creative teams, and plan timelines and productions. They are also required to liaise with authorities for regulatory and legal approvals. They manage all finances of the production, including setting ticket prices and securing funding and sponsorships. They develop the marketing strategy to publicise and promote the production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage production operations	<ul style="list-style-type: none"> <li>• Plan types of productions and scheduling</li> <li>• Organise meetings with the creative and technical leadership</li> <li>• Plan timeline for all teams</li> <li>• Manage administration such as transport and accommodation for the entire production crew and cast</li> <li>• Ensure legal compliance regarding all production procedures</li> <li>• Oversee overall risk and safety for all technical and stage management functions</li> <li>• Review and update risk and safety protocols (Mainly applicable to venues)</li> <li>• Source for external venue and rehearsal spaces (Mainly applicable to venues)</li> </ul>
Manage budgeting	<ul style="list-style-type: none"> <li>• Create and allocate budgets for all teams</li> <li>• Review budgets and expenses to monitor overall spending</li> <li>• Ensure all salaries, taxes and expenses are paid on time</li> </ul>	

# Producer

	CRITICAL WORK FUNCTIONS	KEY TASKS
CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	Manage team and/or teams	<ul style="list-style-type: none"> <li>• Communicate common goals, direction and responsibilities with cast and crew involved in the production</li> <li>• Monitor and forecast budgets, work allocations and staffing of the various teams</li> <li>• Develop team members by coaching, mentoring and engaging in career discussions (Mainly applicable to venues)</li> <li>• Exhibit effective performance management practices within the team in accordance with organisational policies and procedures (Mainly applicable to venues)</li> </ul>
	Publicity and marketing	<ul style="list-style-type: none"> <li>• Create marketing strategy and plan to identify and reach the audience through appropriate channels</li> <li>• Measure the success of marketing strategy and plan</li> <li>• Determine pricing of tickets for the production</li> <li>• Build relations with external media stakeholders to promote the production</li> </ul>
	Secure funding and sponsorships	<ul style="list-style-type: none"> <li>• Contribute inputs or develop fundraising strategy to source funds</li> <li>• Develop overall budget estimates for suitable ideas or proposals</li> <li>• Support the negotiations with financiers and provide options for profit-sharing models</li> </ul>

# Producer

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 5/6	Creative Thinking	Intermediate
	Contract Vendor Management	Level 4/5	Global Perspective	Intermediate
	Fundraising and Sponsorship	Level 5/6	Sense Making	Intermediate
	Integrated Marketing	Level 4/5	Customer Orientation	Intermediate
	Legal and Regulatory Compliance	Level 4/5	Influence	Advanced
	Market Evaluation	Level 4/5		
	Market Intelligence	Level 3/4		
	Performing Arts Production Operations	Level 3/4		
	Procurement for Production Operations	Level 4/5		
	Production Budget Management	Level 5/6		
	Production Planning and Scheduling	Level 4/5		
	Production Quality Management	Level 3/4		
	Project Management	Level 5/6		
	Public Relations Management	Level 3/4		
	Risk Assessment for Production	Level 3/4		
	Workplace Safety and Health	Level 3/4		

ADJACENT JOB OCCUPATIONS	JOB ROLE		SKILLS FRAMEWORK	
	Event Services Director		Tourism	
	Executive Producer - Film		Media	
	Exhibition Producer / Conference Producer / Meeting Planner		Tourism	

# Production Coordinator

## JOB ROLE DESCRIPTION

Production Coordinators work to support the live production and technical services/activities of a venue with efficient and effective backstage operations. They are responsible for coordinating technical production and operations for events and performances held in the venue. They serve as the main point of contact for the client and are responsible for ensuring smooth and seamless execution of events, by translating the artistic vision of the client into reality within the specifications of the venue.

Production Coordinators are required to liaise with internal and external stakeholders and vendors. They need to understand the technical aspects of production and how they fit into the venue, including lighting, sound, stage, multimedia and costumes.

Production Coordinators are typically employed by the venue itself through either a long-term contract or full-time position.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Understand client needs to bring a production to life at the venue	<ul style="list-style-type: none"><li>• Act as the main point of contact for clients, providing regular updates, managing expectations and ensuring that their needs are met</li><li>• Understand the client's vision for a production and the technical elements required in order to provide recommendations on specifications and resourcing to meet the client's needs</li><li>• Ensure clients are briefed on the venue's policies, procedures and technical capabilities</li><li>• Manage client feedback and complaints, ensuring that they are resolved promptly and effectively</li><li>• Provide first-line technical support to clients</li><li>• Liaise with clients on technical and staffing needs for ancillary functions in the centre</li><li>• Interpret and communicate technical needs to relevant technical teams</li></ul>



# Production Coordinator

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	<p>Coordinate technical production and operations</p>	<ul style="list-style-type: none"> <li>• Oversee the technical aspects of event planning and execution, including lighting, sound, stage, multimedia and costumes</li> <li>• Create production schedules in the venue management system</li> <li>• Work with internal technical teams and external vendors to ensure that all technical requirements are met, and that equipment and resources are allocated appropriately</li> <li>• Develop and maintain a schedule of rehearsals, load-in and load-out times for events, coordinating it with relevant parties</li> <li>• Ensure all necessary permits and licenses are obtained, and that health and safety requirements are met for each event</li> <li>• Manage budget and resource allocation, ensuring that expenses are kept within budget and that resources are used effectively</li> <li>• Provide support to the technical teams during rehearsals and performances, ensuring that all issues are addressed promptly</li> </ul>
<p>Provide administrative support</p>	<ul style="list-style-type: none"> <li>• Develop and maintain accurate and up-to-date records of all events, including budgets, schedules, and technical requirements</li> <li>• Coordinate and manage logistics, including transportation and accommodation for cast, crew and other participants</li> <li>• Plan, execute and track daily operations of backstage areas</li> <li>• Schedule servicing of equipment and prepare maintenance agreements</li> </ul>	

# Production Coordinator

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 4	Communication	Intermediate
	Contract Vendor Management	Level 3	Customer Orientation	Intermediate
	Legal and Compliance Management	Level 4	Collaboration	Intermediate
	Performing Arts Production Operations	Level 3	Problem Solving	Intermediate
	Production Budget Management	Level 5	Adaptability	Intermediate
	Production Planning and Scheduling	Level 5		
	Production Quality Management	Level 3		
	Project Management	Level 5		
	Rehearsal Management	Level 3		
	Risk Assessment for Production	Level 4		
	Workplace Safety and Health	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE		SKILLS FRAMEWORK	
	Meeting Planner		Tourism	
	Executive - Programme Planning and Scheduling		Media	
	Event Manager / Project Manager		Tourism	

# Assistant Stage Manager

## JOB ROLE DESCRIPTION

Assistant Stage Managers assist Stage Managers in pre-production and rehearsal preparations, running and managing rehearsals and performances, and post-production administration. Duties can include attending production meetings, rehearsal management, generating necessary production documents, assisting Stage Managers in coordination and communication between teams, and ensuring the smooth execution of the production.

They run the deck during rehearsals and performances as instructed by Stage Managers. Depending on the production, they may also need to source and/or manage props and costumes. For longer-running shows, they may also need to call and cue the show or act as a backup show caller.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Assist management of pre-production and rehearsal preparations	<ul style="list-style-type: none"> <li>• Assist to generate rehearsal schedules</li> <li>• Assist in distributing production documents with cues and requirements to the respective technical teams</li> <li>• Assist in managing furniture and props to be ready for use in rehearsals and performances</li> <li>• Assist in arranging for costume and make-up and hair fittings</li> <li>• Assist with the floor marking for all set pieces, props, and crew on stage and other equipment</li> <li>• Assist in creating risk assessments to ensure safety of the cast and crew during performances</li> </ul>
	Assist management of ongoing productions	<ul style="list-style-type: none"> <li>• Assist to make alterations to the set and props between scene changes as required</li> <li>• Rehearse and perform scene changes and assigned tasks</li> <li>• Assist in giving cues to the respective technicians during performances when required</li> <li>• Assist in managing the backstage and onstage area during performances</li> <li>• Assess risk, health and safety of cast and crew during rehearsals and performances</li> </ul>

# Assistant Stage Manager

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Costume Design and Creation	Level 2	Communication	Basic
	Performing Arts Production Operations	Level 1	Collaboration	Basic
	Production Budget Management	Level 3	Problem Solving	Intermediate
	Production Planning and Scheduling	Level 3	Adaptability	Basic
	Production Quality Management	Level 2	Learning Agility	Basic
	Project Management	Level 3		
	Props Management	Level 2		
	Rehearsal Management	Level 3		
	Risk Assessment for Production	Level 2		
Workplace Safety and Health	Level 1			

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Meeting Planner	Tourism
	Executive - Programme Planning and Scheduling	Media
Event Manager / Project Manager	Tourism	

# Stage Manager

## JOB ROLE DESCRIPTION

Stage Managers are responsible for pre-production and rehearsal preparations, running and managing rehearsals and performances, and post-production administration. Duties can include overseeing the smooth execution of all rehearsals and performances, clerical organisation, coordinating and communicating production activities and information between teams (including production documents), serving as the main point of contact for all involved in the production, and participating in production meetings.

Stage Managers notate blocking, maintain the prompt book and manage the deck during rehearsals and performances. They may need to instruct junior team members to source and/or manage props and costumes. They are also required to call or cue the show as a show caller.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage pre-production and rehearsal preparations	<ul style="list-style-type: none"> <li>• Understand contractual obligations of cast and crew and generate rehearsal schedules accordingly</li> <li>• Liaise with all teams to collate and disseminate finalised production information</li> <li>• Liaise with the Production Manager regarding budget for the stage management team</li> <li>• Manage furniture and props for use in rehearsals and performances</li> <li>• Ensure cast are called for rehearsals and performances</li> <li>• Arrange for costume, make-up and hair fittings</li> <li>• Assist the Production Manager with risk assessments to ensure safety of cast and crew during rehearsals and performances</li> <li>• Mark the positions for all set pieces, props, equipment and crew on stage</li> </ul>
	Manage ongoing productions	<ul style="list-style-type: none"> <li>• Rehearse scene changes and assign specific tasks to cast and crew</li> <li>• Manage the backstage and onstage area during performances</li> <li>• Oversee risk, health and safety of cast and crew during rehearsals and performances</li> </ul>
	Show calling	<ul style="list-style-type: none"> <li>• Call cues to coordinate technical elements, cast, and crew for the show</li> <li>• Create cue sheet to outline technical cues to be called during the performance</li> <li>• Create and distribute production documents with cues and requirements to the respective technical teams</li> <li>• Monitor execution of each cue to ensure it is executed correctly and adjust cues accordingly</li> </ul>

# Stage Manager

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Crew and cast management	<ul style="list-style-type: none"><li>• De-escalate conflicts arising from different stakeholders</li><li>• Onboard crew and cast members on their responsibilities and procedures for the production</li></ul>
Plan asset development	<ul style="list-style-type: none"><li>• Provide time estimates for specific tasks for the stage team based on the production timeline</li><li>• Create and maintain a prompt book</li><li>• Allocate work to junior team members based on skillsets and in alignment with the project plan</li><li>• Ensure rehearsals and production runs fall within stage management budget</li></ul>	

# Stage Manager

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Costume Design and Creation	Level 2	Communication	Intermediate
	Performing Arts Production Operations	Level 3	Collaboration	Intermediate
	Production Budget Management	Level 4	Adaptability	Intermediate
	Production Planning and Scheduling	Level 4	Problem Solving	Advanced
	Production Quality Management	Level 3	Self-Management	Intermediate
	Project Management	Level 4		
	Props Management	Level 1		
	Rehearsal Management	Level 4		
	Risk Assessment for Production	Level 3		
Workplace Safety and Health	Level 1			

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Meeting Planner	Tourism
	Executive - Programme Planning and Scheduling	Media
	Event Manager / Project Manager	Tourism

# Costume Coordinator

## JOB ROLE DESCRIPTION

Costume Coordinators assist in the administrative and logistical coordination of costumes as guided by Costume Designers. They work closely with internal stakeholders and external vendors to source and procure costumes within budget, and coordinate fittings and adjustments for the cast. They typically evaluate potential vendors who can support the creation of the design and is within budget. They ensure costumes are ready for the production by supporting fittings, making last minute adjustments, and putting together any finishing touches to the costumes.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Source costumes	<ul style="list-style-type: none"> <li>• Research and identify potential vendors</li> <li>• Evaluate suitability of vendors in line with expectations of quality and based on costume requirements</li> <li>• Shortlist and recommend proposed vendors with the Costume Designer</li> </ul>
	Coordinate procurement	<ul style="list-style-type: none"> <li>• Negotiate terms of purchase or rental with vendor, including price and contract terms</li> <li>• Manage the detailed cost breakdown of costume procurement budget</li> <li>• Coordinate logistics of costume purchase, rental and pick up</li> </ul>
	Assist in ensuring smooth delivery of logistics for costume designs before, during and after production	<ul style="list-style-type: none"> <li>• Assist in the fitting of costumes for the cast and make adjustments as required</li> <li>• Assist in the inspection of designed costumes to align to production specifications and propose revisions</li> <li>• Assist in striking of costumes within strike deadline</li> </ul>



# Costume Coordinator

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 3	Problem Solving	Basic
	Contract Vendor Management	Level 2	Communication	Basic
	Procurement for Production Operations	Level 3	Collaboration	Basic
	Production Quality Management	Level 3	Self-Management	Basic
	Project Management	Level 3	Adaptability	Basic

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Art Team Assistant / Set Dresser	Media

## **Skills Maps of Job Roles – Technical Track**

# General Crew

## JOB ROLE DESCRIPTION

The General Crew support various aspects of the production including load-in, load-out, installation, operation, tear down of equipment, set construction, props management and general maintenance of equipment and facilities. They may also operate lights and projections, provide sound effects, and operate manual or automated machinery to move parts of the set and scenery.

The General Crew may be deployed flexibly to assist across the creative, production and technical aspects as required, or may be assigned to support specific teams (lighting, sound, set, etc).

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Prepare for production	<ul style="list-style-type: none"> <li>• Move sets, furniture, props and decor according to set design plans</li> <li>• Carry out production activities as outlined in design plans</li> </ul>
	Operate basic production equipment	<ul style="list-style-type: none"> <li>• Operate basic lighting equipment according to the lighting design plan during production runs</li> <li>• Operate basic sound equipment according to the sound design plan during production runs</li> <li>• Operate basic projection equipment according to the multimedia content design plan during production runs</li> <li>• Operate basic machinery needed to move set and scenery during production runs</li> </ul>
	Assist in the striking of logistics	<ul style="list-style-type: none"> <li>• Assist technicians and designers in striking of production logistics within strike deadline</li> <li>• Assist in returning production logistics to their sources after quality review approval</li> </ul>
	Adhere to risk and safety measures	<ul style="list-style-type: none"> <li>• Report potential hazards in a production</li> <li>• Follow all safety regulations and standards</li> </ul>

# General Crew

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Lighting Operations	Level 1	Self-Management	Basic
	Multimedia Operations	Level 1	Adaptability	Basic
	Performing Arts Production Operations	Level 1	Communication	Basic
	Props Management	Level 2	Learning Agility	Basic
	Risk Assessment for Production	Level 1	Collaboration	Basic
	Technical Production Operations	Level 1		
	Workplace Safety and Health	Level 1		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Assistant Event Operations Executive	Tourism
	Post-Production Assistant	Media
	Production Assistant	Media
	Sales Associate / Brand Associate	Retail

# Scenic Supervisor

## JOB ROLE DESCRIPTION

Scenic Supervisors are responsible for managing, coordinating, and delivering scenic and construction services for a production in line with the set plan and design. This includes leading the technical design and delivery of scenic pieces to bring the set design to life, detailing how each set piece should be procured or constructed.

Scenic Supervisors are responsible for the assembly and placement of scenery on stage and on-site touch-ups and repairs., They must ensure compliance with safety and security procedures and continuously seek to improve efficiency within the set team and overall production. They are required to follow set plans and technical requirements effectively while providing creative or technical inputs.

Scenic Supervisors are typically present in larger venues, productions and organisations where the scale of production requires a role focusing on scenery and construction. In smaller venues and productions, the responsibilities of this role would often be taken on by other personnel involved in the production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Lead construction of set	<ul style="list-style-type: none"> <li>• Liaise with external vendors for purchase of set materials</li> <li>• Construct set based on budget, design and schedule requirements</li> <li>• Inspect installed set for alignment to set specifications and propose revisions</li> <li>• Audit the set structures and other installations and equipment to ensure alignment with quality expectations</li> <li>• Ensure the construction process adheres to workplace health and safety protocols</li> <li>• Perform any necessary onsite touch-ups or repairs</li> <li>• Provide general technical support and supervision</li> </ul>
	Manage strike and logistics of set and scenery components	<ul style="list-style-type: none"> <li>• Oversee striking of all stage elements</li> <li>• Keep track and account for all scenery elements</li> <li>• Ensure all logistics are stored or maintained properly</li> </ul>
	Develop skills	<ul style="list-style-type: none"> <li>• Keep up-to-date with the latest scenic supervision and construction techniques and mediums to diversify skillsets</li> </ul>

# Scenic Supervisor

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage risk and safety	<ul style="list-style-type: none"><li>• Identify potential hazards associated with the set equipment used in a production</li><li>• Assess the likelihood and severity of each identified hazard to determine the level of risk associated with them</li><li>• Develop risk management strategies to eliminate or minimise the identified hazards</li><li>• Conduct regular safety tests on the set equipment to ensure that it is functioning safely and as intended</li><li>• Ensure that all safety regulations and standards set by the relevant authorities are being followed</li></ul>

# Scenic Supervisor

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 3	Customer Orientation	Intermediate
	Contract Vendor Management	Level 3	Communication	Intermediate
	Performing Arts Production Operations	Level 3	Problem Solving	Intermediate
	Risk Assessment for Production	Level 2	Creative Thinking	Intermediate
	Set Construction	Level 4	Collaboration	Intermediate
	Set Design	Level 3		
	Technical Production Operations	Level 3		
	Workplace Safety and Health	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Event Executive / Project Executive	Tourism
	Event Manager / Project Manager	Tourism
	Event Operations Executive	Tourism
	Event Operations Manager	Tourism

# Prop Supervisor

## JOB ROLE DESCRIPTION

Prop Supervisors manage the acquiring of decorative and functional props required for a production through making, purchasing, or renting. The choosing and acquiring of props within budget is a collaborative process with other set and scenery professionals.

Prop Supervisors identify the artistic requirements for the set based on the production and set plans and manage the selection, usage, maintenance and documentation of all props. They follow set plans and technical requirements effectively while providing creative or technical inputs. During the performance, they oversee the movement of all props and ensure cast have their props at the right time.

Prop Supervisors are typically present in larger venues, productions, and organisations where the scale of production requires a role focusing on props. In smaller venues and productions, the responsibilities of this role would often be taken on by other personnel involved in the production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Plan for props development	<ul style="list-style-type: none"> <li>• Identify the prop requirements based on set design, evaluation of the performance and overall design concept</li> <li>• Develop a plan with breakdown of the props required in each scene to map out the logical progression of each prop throughout the production</li> <li>• Develop the budget and schedule for props required by detailing time, material and resources required to complete the production</li> </ul>
Execute props development	<ul style="list-style-type: none"> <li>• Coordinate the construction and completion of the props by collaborating with the vendors</li> <li>• Conduct market research and present the supply options for the props list based on the Set Designer's specification</li> <li>• Coordinate with the suppliers and/or fabricators on the purchase orders and monitor the delivery of props</li> <li>• Manage the logistics of props deployment to smoothly ensure arrival and placement on the set as per design requirements</li> <li>• Direct the allocation and placement of the props based on the set requirements</li> <li>• Lead discussions on the selection of appropriate hand props with crew and instruct them on the care, maintenance and storage</li> <li>• Perform quality and safety checks on the props used on set</li> <li>• Oversee the continuity of props throughout the performance and coordinate props storage between shoots or rehearsals</li> </ul>	



# Prop Supervisor

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage risk and safety	<ul style="list-style-type: none"><li>• Identify potential hazards associated with the props equipment used in a production</li><li>• Assess the likelihood and severity of each identified hazard to determine the level of risk associated with them</li><li>• Develop risk management strategies to eliminate or minimise the identified hazards</li><li>• Ensure that all safety regulations and standards set by the relevant authorities are being followed</li></ul>

# Prop Supervisor

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 3	Customer Orientation	Intermediate
	Contract Vendor Management	Level 3	Communication	Intermediate
	Props Management	Level 4	Problem Solving	Intermediate
	Risk Assessment for Production	Level 2	Creative Thinking	Intermediate
	Technical Production Operations	Level 3	Collaboration	Intermediate
	Workplace Safety and Health	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Set Designer (Set Decoration, Props Management)	Media

# Wardrobe Supervisor

## JOB ROLE DESCRIPTION

Wardrobe Supervisors are responsible for managing the realisation of costume designs for a production in line with costume designs and plans. This involves overseeing the procurement or fabrication of costumes, adjustment and fitting of apparel to individual cast, managing costume operations during performances, and maintaining and repairing costumes, including laundry, ironing, and storage of costumes post-production. They follow costume plans and technical requirements effectively while also providing recommendations and creative or technical inputs.

Wardrobe Supervisors are typically present in larger venues, productions, and organisations where the scale of production requires a role focusing on costume. In smaller venues and productions, the responsibilities of this role would often be taken on by other personnel involved in the production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Plan for costume development	<ul style="list-style-type: none"> <li>• Identify costume requirements based on costume design, evaluation of the performance and overall design concept</li> <li>• Develop a plan with breakdown of the costumes required in each scene to map out the logical progression of costumes for cast throughout the production</li> <li>• Develop the budget and schedule for costumes required by detailing time, material and resources required to complete the production</li> </ul>
	Execute development and logistics of costumes and wardrobe	<ul style="list-style-type: none"> <li>• Oversee basic costume maintenance services such as laundry, dry-cleaning, ironing etc</li> <li>• Oversee mending or altering costumes as required throughout production, assisting with any issues or damage to costumes throughout the performance</li> <li>• Oversee the continuity of costumes throughout the performance and coordinate proper costume storage between shoots or rehearsals</li> </ul>
Adhere to risk and safety measures	<ul style="list-style-type: none"> <li>• Report potential hazards in a production</li> <li>• Follow all safety regulations and standards</li> </ul>	

# Wardrobe Supervisor

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 1/2	Customer Orientation	Intermediate
	Contract Vendor Management	Level 2	Communication	Intermediate
	Costume Design and Creation	Level 2	Problem Solving	Intermediate
	Risk Assessment for Production	Level 1	Creative Thinking	Intermediate
	Technical Production Operations	Level 1	Collaboration	Intermediate
	Workplace Safety and Health	Level 1		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	No current adjacent job occupation identified for Wardrobe Supervisor	

# Make-up and / or Hair Artist

## JOB ROLE DESCRIPTION

Make-up and / or Hair Artists are responsible for applying make-up and hairstyles for cast before and during a performance to capture their visual appearance in line with the desired look and vision of the production as outlined by the make-up and hair design plans. This may include the application of both cosmetic and special effects make-up. They are responsible for translating the vision for each cast into their physical appearance through effective make-up and hairstyles..

Make-up and / or Hair Artists need to be aware of factors such as production lighting that may impact the appearance of make-up and hair. They should also consult with cast on any skincare concerns or allergic precautions and be able to cater to cast of all age groups, genders, and racial/ethnic backgrounds. In productions where cast are responsible for their own make-up and hair, Make-up and Hair Artists may provide additional support and assistance.

Make-up and / or Hair Artists are typically present in larger venues, productions, and organisations where the scale of production requires a role focusing on make-up and hair. In smaller venues and productions, the responsibilities of this role would often be taken on by other personnel involved in the production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Provide make-up and hair services	<ul style="list-style-type: none"> <li>• Apply make-up products on cast in accordance with the make-up plan</li> <li>• Execute special effects make-up as required by the production</li> <li>• Perform hairdressing techniques to create hair aesthetics as required</li> <li>• Put on hair pieces and wigs for the cast in accordance with the hair design plan</li> </ul>
	Ensure smooth make-up and hair operations	<ul style="list-style-type: none"> <li>• Provide ongoing assistance and touch ups to cast's make-up and hair during the show</li> <li>• Oversee the continuity of make-up and hair throughout the performance, coordinating any changes to visual appearance during the show</li> </ul>
	Develop skills	<ul style="list-style-type: none"> <li>• Engage in ongoing professional development to enhance make-up application and hairstyling skills</li> </ul>

# Make-up and / or Hair Artist

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Hair Design and Styling	Level 2	Communication	Basic
	Make-up Design (and Special Effects)	Level 2	Problem Solving	Intermediate
	Technical Production Operations	Level 2	Collaboration	Basic
			Adaptability	Intermediate
		Self-management	Basic	

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Sales Associate / Brand Associate	Retail

# Lighting Technician

## JOB ROLE DESCRIPTION

Lighting Technicians support the setting-up, operation and striking of lighting equipment for a production under supervision and guidance by senior personnel in the team. They are usually required to work at heights, be trained to operate elevated work platforms, understand basic electricity, follow workplace safety and health standards, and escalate any reports or breaches. They play an essential role in ensuring that the lighting design for a performance is executed correctly and the production runs smoothly. They will be involved in the maintenance and repair of lighting equipment, and systems maintenance.

Lighting Technicians can either be employed full-time or casually in a venue, rental house or directly for production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Setup lighting equipment	<ul style="list-style-type: none"> <li>• Assist in the rigging of lighting equipment according to the lighting design plan</li> <li>• Follow risk and safety protocols</li> <li>• Follow the lighting design plan</li> <li>• Support the setup of lights, lighting fixtures and supporting infrastructure</li> <li>• Test the functionality and safety aspects of the lighting equipment before the commencement of production daily</li> </ul>
	Operate lighting equipment	<ul style="list-style-type: none"> <li>• Operate lighting equipment during production runs</li> <li>• Assist in the application of changes in lighting consistently to manage continuity</li> <li>• Adhere to risk and safety protocols while operating equipment</li> </ul>
	Maintain lighting equipment	<ul style="list-style-type: none"> <li>• Execute electrical maintenance duties when needed</li> <li>• Support the repair of lighting equipment and system</li> <li>• Support the dismantling, wrap-up and storage of the lighting equipment in a safe manner</li> <li>• Assist in the dismantling of power management systems</li> </ul>
	Adhere to risk and safety measures	<ul style="list-style-type: none"> <li>• Report potential hazards associated with the lighting equipment used in a production</li> <li>• Execute risk assessment carried out by the Lighting Specialist</li> <li>• Adhere to all safety regulations and standards set by the relevant authorities</li> </ul>

# Lighting Technician

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Digital Lighting for Production	Level 1	Digital Fluency	Basic
	Electrical Installation	Level 3	Sense Making	Basic
	Infrastructure Deployment	Level 1/2	Collaboration	Basic
	Lighting Operations	Level 2	Problem Solving	Basic
	Multimedia Operations	Level 1/2	Adaptability	Basic
	Risk Assessment for Production	Level 2		
	Technical Production Operations	Level 1		
	Workplace Safety and Health	Level 1		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Grip / Lighting Technician	Media



# Lighting Specialist

## JOB ROLE DESCRIPTION

Lighting Specialists are responsible for leading the setup and running of lighting equipment for a production. They are usually required to work at heights, be trained to operate elevated work platforms, understand basic electricity, follow workplace safety and health standards, and serve as point of escalation for any reports or breaches. They may be required to supervise junior lighting personnel to ensure the correct lighting setup is executed effectively and safely before and during a production.

Lighting Specialists may also take on other specialisations depending on their qualifications or experiences. They can either be employed full-time or casually in a venue, rental house or directly for production.

	CRITICAL WORK FUNCTIONS	KEY TASKS
CRITICAL WORK FUNCTIONS AND KEY TASKS	Supervise setup of lighting equipment in line with lighting plans	<ul style="list-style-type: none"> <li>• Manage rigging of lighting equipment according to the lighting design plan</li> <li>• Ensure setup procedures adhere to risk and safety protocols</li> <li>• Interpret lighting documentation issued by lighting designer (lighting plan, channel hook up, circuiting plan, etc) for implementation</li> <li>• Oversee the setup of lights, lighting fixtures and supporting infrastructure</li> <li>• Supervise the functionality and safety aspects of the lighting equipment before the commencement of production daily</li> </ul>
	Ensure smooth operations of lighting equipment	<ul style="list-style-type: none"> <li>• Oversee operations of lighting equipment during production runs in line with lighting design plan from the Lightning Designer and cues from the Stage Manager</li> <li>• Adhere to risk and safety protocols while operating equipment</li> </ul>
	Manage lighting equipment	<ul style="list-style-type: none"> <li>• Oversee maintenance of electrical components required for lighting setup</li> <li>• Monitor repairs of lighting equipment and system and test to ensure successful execution of repairs</li> <li>• Ensure the dismantling, wrap-up and storage of the lighting equipment is conducted in a safe manner</li> <li>• Manage the distribution of power to the lighting equipment, ensuring that the power supply is reliable and consistent throughout the performance</li> </ul>

# Lighting Specialist

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage risk and safety	<ul style="list-style-type: none"> <li>• Identify potential hazards associated with the lightning equipment used in a production</li> <li>• Assess the likelihood and severity of each identified hazard to determine the level of risk associated with them.</li> <li>• Develop risk management strategies to eliminate or minimise the identified hazards</li> <li>• Conduct regular safety tests on the lightning equipment to ensure that it is functioning safely and as intended</li> <li>• Ensure that all safety regulations and standards set by the relevant authorities are being followed</li> </ul>
Develop skills	<ul style="list-style-type: none"> <li>• Conduct research on the latest lighting equipment to familiarise with usage</li> </ul>	

# Lighting Specialist

## SPECIALISATION: LIGHTING PROGRAMMER

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Configure lighting networks	<ul style="list-style-type: none"><li>• Configure lighting desk to patch all lighting and effects equipment used for show</li><li>• Interpret and check lighting documentation issued by creative team (lighting plan, channel hook up, circuiting plan, etc) for implementation</li><li>• Programme lighting states and cues into the lighting console according to the lighting plot</li><li>• Utilise software applications to synchronise lighting with other stage cues</li></ul>
Monitor lighting networks	<ul style="list-style-type: none"><li>• Operate or supervise usage of lighting console during production runs</li><li>• Perform inspections on lighting networks to ensure smooth lighting transitions during production runs</li></ul>	

# Lighting Specialist

## SPECIALISATION: MASTER ELETRICIAN

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Setup lighting equipment	<ul style="list-style-type: none"> <li>• Oversee the rigging of lighting equipment according to the lighting design plan</li> <li>• Interpret lighting documentation issued by lighting designer (lighting plan, channel hook up, circuiting plans, etc) for implementation</li> <li>• Communicate actively with the creative team to ensure setup is in line with the lighting plot</li> <li>• Oversee all circuitry and wiring of lighting equipment and any scenic pieces if needed</li> <li>• Ensure all setup procedures adhere to risk and safety protocols</li> </ul>
	Operate lighting equipment	<ul style="list-style-type: none"> <li>• Conduct lighting checks before production runs</li> <li>• Ensure lighting design plans are followed</li> <li>• Ensure the application of changes in lighting consistently to manage continuity</li> <li>• Ensure risk and safety protocols are adhered to on all lighting equipment operations</li> </ul>
	Maintain lighting equipment	<ul style="list-style-type: none"> <li>• Evaluate all lighting equipment and suggest any repairs or purchases</li> <li>• Manage repair of lighting equipment and system</li> <li>• Manage the dismantling, wrap-up and storage of the lighting equipment are conducted in a safe manner</li> </ul>
	Maintain lighting networks	<ul style="list-style-type: none"> <li>• Back up show data regularly</li> </ul>

# Lighting Specialist

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Digital Lighting for Production	Level 3	Communication	Intermediate
	Electrical Installation	Level 3	Transdisciplinary Thinking	Intermediate
	Infrastructure Deployment	Level 3	Collaboration	Intermediate
	Lighting Operations	Level 4	Problem Solving	Intermediate
	Multimedia Operations	Level 3/4	Adaptability	Intermediate
	Risk Assessment for Production	Level 3		
	Technical Production Operations	Level 3/4		
	Workplace Safety and Health	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	No current adjacent job occupation identified for Lighting Specialist	

# Sound Technician

## JOB ROLE DESCRIPTION

Sound Technicians support the setup, operations and striking of audio equipment for a production under supervision and guidance from senior personnel in the team. They support the maintenance and repair of audio equipment and systems. They may be required to work at heights and be trained to operate elevated work platforms, follow workplace safety and health standards, and escalate any reports or breaches. They may also be responsible for other roles related to sound depending on their professional interests and qualifications, such as work across sound systems, front-of-house engineering and radio mic operations.

Sound Technicians can either be employed full-time or casually in a venue, rental house or directly for production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Setup required sound equipment	<ul style="list-style-type: none"> <li>• Verify that sound equipment is setup according to required technical specifications and sound plans</li> <li>• Operate sound equipment during production runs, including setup and striking of equipment prior to production and dismantling following performances</li> <li>• Ensure sound equipment setup and strike is within protocols for quality and health and safety</li> </ul>
	Perform sound production and editing	<ul style="list-style-type: none"> <li>• Operate equipment to perform sound editing and process sound elements in the studio and/or during live performances/events</li> <li>• Support sound functions such as recording, sound reinforcement and sound mixing</li> </ul>
	Maintain production equipment	<ul style="list-style-type: none"> <li>• Perform sound and quality checks on sound equipment</li> <li>• Make necessary repairs or reports on faulty sound equipment</li> </ul>
	Adhere to risk and safety measures	<ul style="list-style-type: none"> <li>• Report potential hazards associated with the sound equipment used in a production</li> <li>• Execute risk assessment carried out by the Sound Specialist</li> <li>• Adhere to all safety regulations and standards set by the relevant authorities</li> </ul>

# Sound Technician

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Infrastructure Support	Level 1	Digital Fluency	Basic
	Risk Assessment for Production	Level 2	Sense Making	Basic
	Sound Design and Creation	Level 3	Collaboration	Basic
	Sound Recording Operations	Level 3	Problem Solving	Basic
	Technical Production Operations	Level 2	Adaptability	Basic
	Technical Sound Design	Level 2		
	Technical Sound Editing and Mixing	Level 3		
	Workplace Safety and Health	Level 1		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Sound Editor / Sound Engineer	Media
	Sound Recordist	Media

# Sound Specialist

## JOB ROLE DESCRIPTION

Sound Specialists manage the technical dimensions of sound to implement sound elements throughout the production, in line with sound plans designed to meet the vision and desired impact of the performance. This includes operating sound equipment and systems to execute a mix of music, sound effects and soundscapes.

Sound Specialists are responsible for setting-up and testing equipment as well as working directly with producers and sound designers before and during performances. They need to accurately follow design briefs and instructions. They provide support to productions by operating audio mixing consoles, microphones, sound playback equipment and sound reinforcement devices as required with guidance from the relevant creative designers and producers. They control the technical functioning of these equipment to record and edit audio for production, as well as regulate volume levels and sound quality.

Sound Specialists may also take on the Sound Operator Specialisation depending on their qualifications or experiences. They can either be employed full-time or casually in a venue, rental house or directly for production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Setup required sound equipment	<ul style="list-style-type: none"> <li>• Assess and evaluate the acoustic characteristics of the performance space including its size, shape, materials, and existing acoustic properties</li> <li>• Develop a comprehensive acoustic treatment plan based on the assessment and desired sound analysis which includes recommending and outlining the necessary steps (diffusing, reflecting, absorbing, etc) to optimise acoustics and achieve the desired sound quality</li> <li>• Verify that sound equipment is setup according to required technical specifications and sound plans</li> <li>• Provide guidance on setup of sound equipment before production runs or recording sessions</li> <li>• Provide supervision to ensure sound equipment setup is within risk and safety protocols</li> <li>• Ensure setup of sound equipment is in line with sound design plans and cues</li> </ul>



# Sound Specialist

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Perform sound production and editing	<ul style="list-style-type: none"> <li>• Execute sound functions such as recording and sound reinforcement in line with sound design plans and cues from creative designers and producers</li> <li>• Perform sound mixing to blend sound elements together for coherent and uniform sound quality</li> <li>• Make sound production and edit decisions based on creative briefs, providing technical inputs and making recommendations for improvement</li> <li>• Operate equipment to perform sound editing and process sound elements in studio and during live performances</li> <li>• Create and maintain sound libraries</li> <li>• Utilise software to make sound edits according to the sound design plan</li> </ul>
	Maintain production equipment	<ul style="list-style-type: none"> <li>• Perform sound and quality checks on sound equipment</li> <li>• Make necessary repairs or reports on faulty sound equipment</li> </ul>
	Manage sound storage and recordings	<ul style="list-style-type: none"> <li>• Judge the feedback of sound edits to maintain detailed records on quality and acceptability of sound production</li> <li>• Organise sound edits based on labelling structure</li> <li>• Prepare secure storage of recordings and back-up recordings</li> <li>• Transfer sound sources to appropriate format for digital storage</li> <li>• Conduct checks to ensure adherence to copyright clearances for sound materials use</li> </ul>
	Manage risk and safety	<ul style="list-style-type: none"> <li>• Identify potential hazards associated with the sound equipment used in a production</li> <li>• Assess the likelihood and severity of each identified hazard to determine the level of risk associated with them</li> <li>• Develop risk management strategies to eliminate or minimise the identified hazards</li> <li>• Conduct regular safety tests on the sound equipment to ensure that it is functioning safely and as intended</li> <li>• Ensure that all safety regulations and standards set by the relevant authorities are being followed</li> </ul>

# Sound Specialist

## SPECIALISATION: SOUND OPERATOR

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Mixing audio	<ul style="list-style-type: none"> <li>• Operate the sound console to mix and control audio levels, equalisation (EQ), and effects during live performances</li> <li>• Balance and blend the sound elements, including dialogue, music, and sound effects, to achieve a cohesive and dynamic sound mix</li> <li>• Ensure that cast's voices and instruments are clearly audible and balanced with the appropriate level of amplification for the venue and audience size</li> </ul>
Monitor and adjust audio levels	<ul style="list-style-type: none"> <li>• Continuously monitor and adjust audio levels throughout the performance to maintain consistent sound quality and prevent audio distortion</li> <li>• React promptly to changes in vocal or instrumental dynamics to maintain a smooth audio balance</li> <li>• Apply appropriate equalisation settings to enhance the clarity and tonal balance of different audio sources</li> <li>• Control and manipulate audio effects, such as reverb, delay and chorus, to create a desired ambience or special sound effects</li> </ul>	

# Sound Specialist

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Infrastructure Support	Level 4	Communication	Intermediate
	Network Configuration	Level 2	Transdisciplinary Thinking	Intermediate
	Risk Assessment for Production	Level 3	Collaboration	Intermediate
	Sound Design and Creation	Level 4	Problem Solving	Intermediate
	Sound Recording Operations	Level 4	Adaptability	Intermediate
	Technical Production Operations	Level 3		
	Technical Sound Design	Level 3		
	Technical Sound Editing and Mixing	Level 3		
	Workplace Safety and Health	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Sound Editor / Sound Engineer	Media
Sound Recordist	Media	

# Multimedia Technician

## JOB ROLE DESCRIPTION

Multimedia Technicians support the setting-up, operation and striking of multimedia-related equipment for a production under supervision and guidance from senior personnel in the team. They are involved in multimedia-related equipment and systems maintenance and repair. They will need to be familiar with setting-up and configuring multimedia-related equipment such as projectors and LED screens, and video capture devices like cameras.

Multimedia Technicians can either be employed full-time or casually in a venue, rental house or directly for production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Operate multimedia-related equipment	<ul style="list-style-type: none"> <li>• Perform tests and checks on the quality of equipment and multimedia related output</li> <li>• Operate multimedia-related equipment during production runs</li> <li>• Collaborate with other stakeholders to ensure multimedia content is aligned and synchronised</li> </ul>
	Setup and strike multimedia-related equipment	<ul style="list-style-type: none"> <li>• Setup all multimedia-related equipment before production runs</li> <li>• Dismantle multimedia-related equipment</li> <li>• Ensure multimedia-related equipment setup and strike is within risk and safety protocols</li> </ul>
	Maintain multimedia-related equipment	<ul style="list-style-type: none"> <li>• Perform system checks on multimedia-related equipment</li> <li>• Report on faulty multimedia-related equipment</li> </ul>
	Adhere to risk and safety measures	<ul style="list-style-type: none"> <li>• Report potential hazards associated with the multimedia equipment used in a production</li> <li>• Execute risk assessment carried out by the Multimedia Specialist</li> <li>• Adhere to all safety regulations and standards set by the relevant authorities</li> </ul>

# Multimedia Technician

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Camera Operations for Live Shows*	Level 2	Digital Fluency	Basic
	Multi-Camera Operations for Live Shows*	Level 3	Sense Making	Basic
	Multimedia Operations	Level 1	Collaboration	Basic
	Network Configuration	Level 3	Problem Solving	Basic
	Risk Assessment for Production	Level 2	Adaptability	Basic
	Vision Mixing	Level 2		
	Workplace Safety and Health	Level 1		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Camera Operator (Specialty Camera Operations)	Media

**Notes**

\* These TSCs may be required depending on the needs of the specific production.

# Multimedia Specialist

## JOB ROLE DESCRIPTION

Multimedia Specialists are responsible for the technical implementation of the multimedia content design plan. This involves planning, setting-up and maintaining systems – from servers and other visual playback devices through the processing (like video switchers) and distribution of video signals, to visual output devices like projectors, LED screens and walls. They need to be familiar with video capture devices like cameras and be adept in network infrastructure design, deployment and configuration to ensure the desired effects for the performance are fulfilled.

Multimedia Specialists may use the video system to manipulate video content to create the effect envisioned by the Multimedia Designer. This could include layering of content, application of effects on the content, and projection mapping content onto surfaces.

Multimedia Specialists may also take on the Network Engineer Specialisation depending on their qualifications or experiences. They can either be employed full-time or casually in a venue, rental house or directly for production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Prepare multimedia content	<ul style="list-style-type: none"> <li>• Perform basic video editing functions</li> </ul>
	Setup multimedia equipment	<ul style="list-style-type: none"> <li>• Setup multimedia-related equipment before production runs or recording sessions</li> <li>• Ensure multimedia-related equipment setup for both software and hardware are within risk and safety protocols</li> </ul>
	Maintain multimedia equipment	<ul style="list-style-type: none"> <li>• Operate multimedia systems during live events</li> <li>• Perform system checks on sound equipment</li> <li>• Keep multimedia-related systems up-to-date</li> <li>• Make necessary repairs or reports on faulty multimedia-related equipment</li> </ul>
	Manage risk and safety	<ul style="list-style-type: none"> <li>• Identify potential hazards associated with the multimedia equipment and systems used in a production</li> <li>• Assess the likelihood and severity of each identified hazard to determine the level of risk associated with them</li> <li>• Develop risk management strategies to eliminate or minimise the identified hazards</li> <li>• Conduct regular safety tests on the multimedia equipment and system to ensure that it is functioning safely and as intended</li> <li>• Ensure that all safety regulations and standards set by the relevant authorities are being followed</li> </ul>

# Multimedia Specialist

## SPECIALISATION: NETWORK ENGINEER

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Configure and manage networked multimedia equipment	<ul style="list-style-type: none"><li>• Configure the network infrastructure required for the production including routers, switches, and cabling</li><li>• Ensure that the network is secure and protected from unauthorised access or cyber-attacks</li><li>• Identify and resolve network issues that may arise during the production</li><li>• Document the network configurations, including IP addresses, network diagrams, and other important details</li></ul>

# Multimedia Specialist

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Camera Operations for Live Shows*	Level 4	Communication	Intermediate
	Contract and Vendor Management	Level 4	Transdisciplinary Thinking	Intermediate
	Multi-Camera Operations for Live Shows*	Level 4	Collaboration	Intermediate
	Multimedia Operations	Level 4	Problem Solving	Intermediate
	Network Configuration	Level 4	Adaptability	Intermediate
	Risk Assessment for Production	Level 3		
	Vision Mixing	Level 3		
	Workplace Safety and Health	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Brand Manager / Customer Loyalty Manager	Retail
	Camera Operator (Specialty Camera Operations)	Media
	Digital Asset Manager	Media
	Video Editor (Colour Grading, Online Editing)	Media

**Notes**

\*These TSCs may be required depending on the needs of the specific production.



# Staging Technician

## JOB ROLE DESCRIPTION

Staging Technicians support the setting-up and operating of technical equipment and systems used during the setup, performance and striking, under supervision and guidance from senior personnel in the team. They are responsible for the maintenance of technical equipment and systems within the performing venues and troubleshooting technical issues that arises. They assist in the maintenance of the inventory and serviceability of all props, furniture and set dressing involved in set construction. They support the coordination of any required alterations to the set between scene changes.

Staging Technicians can either be employed full-time or casually in a venue, rental house or directly for production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Operate technical equipment and systems	<ul style="list-style-type: none"> <li>• Load and strike equipment for performance, including setting-up and breaking down rigging, staging and special effect equipment</li> <li>• Operate rigging and motor control boards during performance and rehearsal</li> <li>• Rig rigging and staging equipment</li> <li>• Follow health and safety regulations during the setup, operation and striking of technical equipment</li> </ul>
	Assist in maintenance of technical equipment and systems	<ul style="list-style-type: none"> <li>• Perform routine maintenance of technical equipment</li> <li>• Conduct maintenance to maintain and repair equipment as needed</li> <li>• Follow the maintenance schedule outlined for technical equipment</li> <li>• Identify signs of equipment malfunctions or signal problems</li> </ul>
	Manage inventory and serviceability of props and set dressings	<ul style="list-style-type: none"> <li>• Conduct regular inventory checks to ensure items are in good condition and available for use</li> <li>• Report any damage or missing items to relevant stakeholders for repair or replacement</li> <li>• Assist with the preparation and organisation of props and set pieces for rehearsal and performances</li> </ul>
	Adhere to risk and safety measures	<ul style="list-style-type: none"> <li>• Report potential hazards associated with the staging equipment used in a production</li> <li>• Execute risk assessment carried out by the Staging Specialist</li> <li>• Adhere to all safety regulations and standards set by the relevant authorities</li> </ul>

# Staging Technician

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Performing Arts Production Operations	Level 2	Problem Solving	Basic
	Rigging Equipment Maintenance	Level 2	Adaptability	Basic
	Rigging Operations	Level 2	Communication	Basic
	Risk Assessment for Production	Level 2	Collaboration	Basic
	Set Construction	Level 2	Digital Fluency	Basic
	Technical Production Operations	Level 2		
	Workplace Safety and Health	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	3D Artist (Modelling / Rigging / Texturing, Digital Lighting, Digital Compositing)	Media
	Health, Safety and Environmental Coordinator	Logistics
	Rigger/Signalman	Logistics

# Staging Specialist

## JOB ROLE DESCRIPTION

Staging Specialists are responsible for managing the operations of technical equipment and systems and overseeing junior team members. They are responsible for the maintenance of technical equipment and systems within the performing venues and troubleshooting technical issues that arise. They manage the inventory and serviceability of all props, furniture and set dressing involved on stage. They make necessary alterations to the set between scene changes.

Staging Specialists can either be employed full-time or casually in a venue, rental house or directly for production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage operations of technical equipment and systems	<ul style="list-style-type: none"> <li>• Load and strike equipment for performance, including setting-up and breaking down rigging and special effect equipment</li> <li>• Operate rigging and motor control boards during performance and rehearsal</li> <li>• Provide troubleshooting support for technical aspects and guide junior team members to conduct tasks appropriately and safely</li> <li>• Rig lighting/AV and any overhead equipment</li> <li>• Ensure that safety regulations are followed during the setup, operation and striking of technical equipment</li> </ul>
	Maintain technical equipment and systems	<ul style="list-style-type: none"> <li>• Perform routine maintenance of technical equipment</li> <li>• Conduct maintenance to maintain and repair equipment as needed</li> <li>• Create the maintenance schedule for technical equipment to communicate timelines with the staging team</li> <li>• Identify signs of equipment malfunctions or signal problems</li> </ul>
	Oversee inventory and serviceability of props and set dressings	<ul style="list-style-type: none"> <li>• Track and maintain the master prop list and update accordingly</li> <li>• Conduct regular inventory checks to ensure items are in good condition and available for use</li> <li>• Report any damage or missing items to relevant stakeholders for repair or replacement</li> </ul>
	Manage technical team workflow	<ul style="list-style-type: none"> <li>• Schedule the setup and operation of technical requirements</li> <li>• Communicate with relevant stakeholders on the equipment necessary</li> <li>• Ensure that the personnel to operate the equipment are present</li> <li>• Provide support for all rehearsal and technical requirements</li> </ul>

# Staging Specialist

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage risk and safety	<ul style="list-style-type: none"><li>• Identify potential hazards associated with the staging equipment used in a production</li><li>• Assess the likelihood and severity of each identified hazard to determine the level of risk associated with them</li><li>• Develop risk management strategies to eliminate or minimise the identified hazards</li><li>• Conduct regular safety tests on the staging equipment to ensure that it is functioning safely and as intended</li><li>• Ensure that all safety regulations and standards set by the relevant authorities are being followed</li></ul>

# Staging Specialist

## SPECIALISATION: RIGGER

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Setup production equipment	<ul style="list-style-type: none"> <li>• Manage rigging of all technical production equipment according to the rigging hanging plot</li> <li>• Operate rigging in accordance with risk and safety protocols</li> <li>• Install fly systems by rope, counterweight systems, or motorised systems of various types</li> </ul>
	Dismantle production equipment	<ul style="list-style-type: none"> <li>• Manage dismantling of all technical production equipment</li> <li>• Ensure proper storage of equipment and system for transport in a safe manner</li> </ul>
	Maintain production equipment	<ul style="list-style-type: none"> <li>• Perform scheduled safety tests of technical production equipment</li> <li>• Evaluate rigging equipment and suggest any repairs or purchases</li> </ul>

# Staging Specialist

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Electrical Installation	Level 3	Problem Solving	Basic
	Infrastructure Deployment	Level 2	Adaptability	Basic
	Infrastructure Support	Level 2	Communication	Basic
	Lighting Operations	Level 2	Collaboration	Basic
	Performing Arts Production Operations	Level 3	Digital Fluency	Basic
	Project Management	Level 3		
	Rigging Equipment Maintenance	Level 3		
	Rigging Operations	Level 4		
	Risk Assessment for Production	Level 3		
	Set Construction	Level 3		
	Technical Production Operations	Level 3		
	Workplace Safety and Health	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Event Manager / Project Manager	Tourism
Rigger/Signalman	Logistics	

# Automation Technician

## JOB ROLE DESCRIPTION

Automation Technicians operate and maintain automation equipment and systems used in stage production under supervision and guidance from senior personnel in the team. They are responsible for establishing and setting limits for the automated stage elements. They may be responsible for the operation of the automation system, working with other stakeholders to fine-tune the programming and making adjustments to ensure that movement and positions are precise to match the intended design. During shows, they may operate the automation systems according to stage cues to ensure safe and seamless operations. They may also assist with the tracking of maintenance, troubleshooting and repair of equipment.

Automation Technicians can either be employed full-time or casually in a venue, rental house or directly for production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Operate automation systems	<ul style="list-style-type: none"> <li>• Operate and maintain automation systems, which may include, but not limited to fly system, traps, lift, turntables, winches and other mechanical stage elements</li> <li>• Programme and adjust automation system settings to ensure that movement and positions are precise and safe</li> <li>• Maintain an updated copy of production documentation of all systems and programming</li> <li>• Monitor equipment during usage to ensure safe and seamless operations</li> <li>• Collaborate with other technical crew to integrate the automated systems into the overall production</li> </ul>
	Maintain automation systems	<ul style="list-style-type: none"> <li>• Perform routine inspection and maintenance on automation systems as per schedule</li> <li>• Carry out troubleshooting and repairing of equipment in the event of malfunctions or failures together with other stakeholders and teams</li> <li>• Maintain records of equipment maintenance, repairs and updates</li> </ul>
	Adhere to risk and safety measures	<ul style="list-style-type: none"> <li>• Report potential hazards associated with the automation equipment used in a production</li> <li>• Execute risk assessment carried out by the Automation Specialist</li> <li>• Adhere to all safety regulations and standards set by the relevant authorities</li> </ul>

# Automation Technician

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Infrastructure Deployment	Level 2	Digital Fluency	Basic
	Infrastructure Support	Level 1	Problem Solving	Basic
	Rigging Equipment Maintenance	Level 1	Communication	Basic
	Rigging Operations	Level 2	Collaboration	Basic
	Risk Assessment for Production	Level 2	Adaptability	Basic
	Technical Production Operations	Level 2		
	Workplace Safety and Health	Level 1		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Assistant Event Operations Executive	Tourism
	Associate Applications Support Engineer	Infocomm Technology
	Floor Manager	Media



# Automation Specialist

## JOB ROLE DESCRIPTION

Automation Specialists ensure that the automation system is installed, inspected and maintained according to schedule. They may install, maintain, and program the automated system of a production and may work with the staging and rigging team on the mechanical aspect of the system. During shows, they may operate the automation systems according to stage cues and coordinate with manufacturers for major repairs and system updates.

Automation Specialists can either be employed full-time or casually in a venue, rental house or directly for production.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Operate automation systems	<ul style="list-style-type: none"> <li>• Perform safety checks on automation system equipment</li> <li>• Operate digital systems used in automation</li> <li>• Operate deck plots</li> </ul>
	Maintain automation systems	<ul style="list-style-type: none"> <li>• Perform system checks on automation systems</li> <li>• Make necessary repairs or reports on faulty automation system elements</li> <li>• Ensure constructed and rigged automation system is safe and suitable for usage</li> </ul>
	Develop skills	<ul style="list-style-type: none"> <li>• Conduct research on the latest automation system elements</li> </ul>
	Manage risk and safety	<ul style="list-style-type: none"> <li>• Identify potential hazards associated with the automation equipment used in a production</li> <li>• Assess the likelihood and severity of each identified hazard to determine the level of risk associated with them</li> <li>• Develop risk management strategies to eliminate or minimise the identified hazards</li> <li>• Conduct regular safety tests on the automation equipment to ensure that it is functioning safely and as intended</li> <li>• Ensure that all safety regulations and standards set by the relevant authorities are being followed</li> </ul>

# Automation Specialist

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Infrastructure Deployment	Level 3	Digital Fluency	Basic
	Infrastructure Design	Level 3	Problem Solving	Basic
	Infrastructure Support	Level 2	Communication	Basic
	Rigging Equipment Maintenance	Level 2	Collaboration	Basic
	Rigging Operations	Level 3	Adaptability	Basic
	Risk Assessment for Production	Level 3		
	Technical Production Operations	Level 3		
	Workplace Health and Safety	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Applications Support Engineer	Infocomm Technology
Creative Technologist	Design	

# Head of (Specialised) Department

## JOB ROLE DESCRIPTION

Heads of (Specialised) Department are responsible for the daily operation and supervision of a technical team to ensure timely installation, operation, and repairs of specialised equipment. They plan, coordinate, monitor, and participate in the stage's planning, installation, process and technical aspects of mountings. They contribute to creating and maintaining show-related paperwork, including team rosters as per production schedules and requirements.

Heads of (Specialised) Department supervise the maintenance, repairs, and storage organisation of technical equipment assets and ensures good housekeeping practices. They maintain an inventory of consumable items. They ensure that workplace health and safety practices are followed and play a crucial role in driving a culture of safety. They manage a team of technicians and production crew, ensuring the delivery of high-quality events and productions.

Heads of (Specialised) Department lead a technical team/s in lighting, sound, stage, multimedia or automation. Their job scope will be related to their specialisation. Depending on the organisation, this role is usually present in larger- scale projects and larger venues.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage technical team	<ul style="list-style-type: none"> <li>• Plan and organise the team's work to ensure that all technical aspects of a production are delivered on time and to a high standard</li> <li>• Allocate work to junior team members based on skillsets and in alignment with a project plan</li> <li>• Ensure that the team is staffed appropriately, that team members have the necessary skills and training, and that they are motivated and engaged</li> <li>• Communicate with relevant stakeholders on the necessary equipment</li> <li>• Ensure that the personnel to operate the equipment are present</li> <li>• Provide support for all rehearsal and technical requirements</li> </ul>
	Plan asset development	<ul style="list-style-type: none"> <li>• Develop a comprehensive inventory of equipment and resources owned by the team, including information such as age, condition, maintenance history, and replacement schedule</li> <li>• Build relationships with equipment vendors to stay up-to-date on new equipment and technology trends, negotiate pricing, and ensure timely delivery of equipment</li> <li>• Provide time estimates for specific tasks for the staging teams based on a production timeline</li> <li>• Identify tools and pipeline requirements for allocated work</li> </ul>

# Head of (Specialised) Department

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage strike and stage technical logistics	<ul style="list-style-type: none"> <li>Supervise moving, storage and the striking of technical logistics</li> <li>Enforce routine checks on logistics and any repairs if necessary</li> <li>Keep track of all technical logistics in storage</li> <li>Ensure stored logistics are organised in a safe manner</li> </ul>
	Supervise installation of technical elements on stage	<ul style="list-style-type: none"> <li>Ensure installation of stage elements including automation systems are within the scheduled timeline</li> <li>Oversee all staging installations and ensure they follow the creative design plans</li> <li>Ensure all risk and safety procedures are followed during the installation of staging equipment</li> </ul>
	Manage risk and safety	<ul style="list-style-type: none"> <li>Develop and implement safety policies and procedures</li> <li>Conduct regular safety inspections of the team's work areas, equipment and materials to identify any potential hazards or safety risks, and take appropriate measures to address them</li> <li>Maintain detailed records of all safety inspections, training sessions and incidents, as well as any corrective actions taken to address safety issues</li> <li>Communicate safety information to team members regularly through meetings, training sessions and other means, to ensure that everyone is aware of potential hazards and safety procedures</li> <li>Ensure that the team complies with all local safety regulations and standards, and that all necessary permits and licenses are obtained and maintained</li> <li>Investigate any safety incidents that occur within the team and report them to the appropriate authorities as required by law</li> </ul>

## Head of (Specialised) Department

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 4	Decision Making	Intermediate
	Contract Vendor Management	Level 4	Communication	Intermediate
	Infrastructure Deployment	Level 4	Problem Solving	Intermediate
	Performing Arts Production Operations	Level 4	Developing People	Intermediate
	Project Management	Level 4	Collaboration	Intermediate
	Risk Assessment for Production	Level 3		
	Technical Production Operations	Level 4		
	Workplace Safety and Health	Level 3		

ADJACENT JOB OCCUPATIONS	JOB ROLE	SKILLS FRAMEWORK
	Head - Programme Planning and Scheduling	Media

# Technical Manager / Director

## JOB ROLE DESCRIPTION

Technical Managers/Directors are responsible for operating, protecting, and maintaining the venue/event technical assets. They manage and oversee the different technical teams, including, but not limited to, light, sound, stage, multimedia and automation. They serve a dual role, both as a technical expert / advisor, as well as a project coordinator. They work with various teams to execute the creative vision of the production as intended.

Technical Managers/Directors are responsible for setting and enforcing safe-use guidelines for equipment and safety guidelines. They oversee the planning for equipment procurement and hires. They lead and assist the load-in and load-out process. They also advise the senior creative and technical team on feasibility, cost, and equipment capabilities.

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage all technical teams	<ul style="list-style-type: none"> <li>• Ensure clear communications across all teams of the production or organisation</li> <li>• Provide line management to the technical team and lead recruitment and training</li> <li>• Provide technical support, guidance and supervision</li> <li>• Ensure the successful presentation of a production</li> </ul>
	Plan asset development policy	<ul style="list-style-type: none"> <li>• Provide time estimates for specific tasks for the technical teams based on a production timeline</li> <li>• Identify tools and pipeline requirements for allocated work</li> <li>• Ensure procurement or operations of technical teams are within the allocated budget</li> <li>• Research and evaluate new technologies and equipment to ensure that the theatre remains competitive and up-to-date with industry standards</li> <li>• Create a schedule for asset development that prioritises critical equipment and infrastructure upgrades, taking into account the availability of funding and the impact on ongoing productions</li> </ul>
	Oversee legal compliance	<ul style="list-style-type: none"> <li>• Ensure legal compliance with laws regarding all technical operations and procedures</li> </ul>

# Technical Manager / Director

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage risk and safety	<ul style="list-style-type: none"><li>• Develop and implement safety policies and procedures for the technical team</li><li>• Stay up-to-date with relevant safety regulations and standards, including those set by relevant government agencies and industry associations</li><li>• Work closely with other members of the production team to ensure all aspects of the production align with safety standards</li><li>• Conduct regular safety inspections of technical equipment, and promptly address any safety concerns</li><li>• Investigate any safety incidents or near-misses, and implement corrective actions as necessary</li><li>• Communicate safety-related information and updates to the production team and relevant stakeholders</li></ul>

# Technical Manager / Director

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Business Negotiation	Level 5	Decision Making	Advanced
	Contract Vendor Management	Level 5	Communication	Advanced
	Performing Arts Production Operations	Level 4	Problem Solving	Advanced
	Project Management	Level 5	Transdisciplinary Thinking	Advanced
	Risk Assessment for Production	Level 4	Collaboration	Advanced
	Sustainability Management	Level 4		
	Technical Production Operations	Level 5		
	Workplace Safety and Health	Level 4		

ADJACENT JOB OCCUPATIONS	JOB ROLE		SKILLS FRAMEWORK	
	Event Services Director		Tourism	
	Studio Technical Director		Media	



# Technical Skills and Competencies (TSCs)

TSC Category	TSC Title	TSC Description	Proficiency Levels					
			1	2	3	4	5	6
General Management	<b>Business Negotiation</b>	Conduct negotiations to establish win-win outcomes for the organisation			●	●	●	●
	<b>Contract Vendor Management</b>	Manage relationships with cast, crew, vendors and clients by establishing formal contracts and evaluating performance against established expectations		●	●	●	●	
	<b>Crew Selection</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>Fundraising and Sponsorship</b>	Secure financial means and strategic partnerships to support content production operations				●	●	●
	<b>Integrated Marketing</b>	Develop and execute marketing plan on and across various channels and platforms, as well as track customers' responses to and effectiveness of marketing communications on these channels. This also includes the integration of traditional and digital marketing channels and techniques where applicable			●	●	●	
	<b>Legal and Compliance Management</b>	Manage the adherence to applicable legislations and compliance standards			●	●	●	
	<b>Market Evaluation</b>	Determine the viability of entering new markets, and develop adaptation strategies to customise products and services for the markets			●	●	●	
	<b>Market Intelligence</b>	Implement market intelligence systems for the systematic collection and analysis of information about the market and trends in order to build competitive advantages			●	●	●	
	<b>Project Management</b>	Perform planning, organisation, monitoring and control of all aspects of a production and the strategic utilisation of resources to achieve the objectives within the agreed timelines, costs and performance expectations. In addition, the identification, coordination and management of project interdependencies, ensuring alignment with and achievement of business objectives			●	●	●	●
	<b>Public Relations Management</b>	Formulate and oversee organisations' public relations (PR) strategies and plans		●	●	●	●	
	<b>Risk Assessment for Production</b>	Identify and analyse potential sources of risk and hazards in production operations to ensure they are taken into account. This includes managing emergency response plans for the range of contingencies affecting operations such as electrical, structural, or environmental factors.	●	●	●	●		
	<b>Sustainability Management</b>	Plan, develop and roll out of an organisation-wide sustainability strategy. This includes the assessment of the organisation's utilisation and/or consumption of energy and other resources, vis-a-vis the availability and stability of supply sources and external best practices and standards in sustainability. This also includes the on-going monitoring and tracking of energy and/or resource-consumption over time, to identify impact on the organisation's internal and external environment as well as potential improvements in energy- or resource-efficiency.				●	●	●
	<b>Workplace Safety and Health</b>	Establish a workplace safety and health system as well as maintain and comply with Workplace Safety and Health policies and procedures	●		●	●		

# Technical Skills and Competencies (TSCs)

TSC Category	TSC Title	TSC Description	Proficiency Levels					
			1	2	3	4	5	6
Automation	Rigging Equipment Maintenance	Perform maintenance on rigging equipment and components to ensure safe and efficient operations	●	●	●			
	Rigging Operations	Execute load-lifting operations and installations on set to realise the creative requirements while adhering to workplace safety and health requirements	●	●	●	●		
Costume, Make-up and Hair	Costume Design and Creation	Design and create costumes in line with the artistic requirements of the production, including factors such as culture, time periods, genres and art forms			●	●	●	
	Hair Design & Styling	Create hair designs for performers appearing in a production and instruct stylists in the proper execution of hair design to keep the look of each performer authentic in line with production requirement			●	●	●	
	Make-up Design (and Special Effects)	Create make-up designs for performers appearing in a production and instruct make-up artists in the proper application of make-up to keep the look of each performer authentic in line with production requirement			●	●	●	
Ideation	Concept Creation for Production Design	Develop the initial concepts or ideas for creation of designs			●	●	●	●
	Innovation Management	Manage organisation's ability to respond to internal and external opportunities by using creativity to introduce new ideas, processes and products			●	●	●	●
	Visual Style Development	Define visual style bible by outlining the types of equipment, movements, angles, frame rates, lighting and other technical parameters needed to achieve the visual style of production			●	●	●	
Lighting	Digital Lighting for Production	Create lighting effects for animation or visual effects to simulate real-world or artificial lighting using digital lighting tools	●	●	●	●	●	
	Electrical Installation	Assess and monitor power distribution systems to connect wiring systems and equipment using safe and approved methods			●	●	●	
	Lighting Conceptualisation and Design for Production	Envisage the lighting concepts and designs required to achieve the creative vision of productions			●	●	●	
	Lighting Operations	Manage the set-up and operations of lighting equipment during productions	●	●	●	●		

# Technical Skills and Competencies (TSCs)

TSC Category	TSC Title	TSC Description	Proficiency Levels					
			1	2	3	4	5	6
Media	<b>Camera Operations for Live Shows</b>	Manage the set-up and operations of various types of cameras, lenses and camera accessories for the production of video content in live shows	●	●	●	●		
	<b>Content Creation</b>	Analysing requirements to identify multimedia content needs and determining the type of content to be created or acquired			●	●		
	<b>Digital and Interactive Design</b>	Design and execute digital innovation technologies such as virtual and augmented realities, advanced digital projected and 360-degree photography and videography to create interactive experiences for audiences. This includes 3D projection mapping, holographic projection, AR / VR and other related technologies			●	●	●	
	<b>Immersive Video Editing for Performing Arts</b>	Edit captured immersive footage into coherent and seamless immersive videos to deliver an immersive audience experience using principles of storytelling and photography		●	●	●		
	<b>Infrastructure Deployment</b>	Set up, deploy and decommission infrastructure components and associated equipment in accordance with a set plan and established safety and/or quality procedures. This includes the assessment and preparation of appropriate site locations, infrastructure, the development of an installation plan, layout at the site, the testing of on-site systems, infrastructure components, equipment and the correction of issues and/or malfunctions	●	●	●	●		
	<b>Infrastructure Design</b>	Establish design policies and principles covering elements of connectivity, capacity, security, access, interfacing as well as the translation of that into the specifications, outline and design of IT infrastructure within the organisation, in order to support the business requirements	●	●	●	●		
	<b>Infrastructure Support</b>	Provide services to end users by systematically identifying, classifying and troubleshooting technical issues and incidents that disrupt and impact their day-to-day business activities, within a specified timeframe. This also includes implementing an end-to-end problem management process to analyse underlying problems, advising on infrastructure related upgrades and improvements and developing user guides and training materials	●	●	●	●		
	<b>Media File Formats Conformation</b>	Conform footage from original source and fine-tune details to enhance the overall quality of the images, colours and sounds			●	●		
	<b>Multi-Camera Operations for Live Shows</b>	Manage the set-up and operations of multiple cameras for video content in live shows		●	●	●		
	<b>Multimedia Design</b>	Develop, implement and integrate multiple forms of media such as sound, video and text to show an artistic expression. This includes use of linear multimedia technologies such as computer-generated digital graphics, sounds and animations.		●	●	●	●	
<b>Multimedia Operations</b>	Manage the set-up and operations of multimedia equipment during productions	●	●	●	●			

# Technical Skills and Competencies (TSCs)

TSC Category	TSC Title	TSC Description	Proficiency Levels						
			1	2	3	4	5	6	
Media	<b>Network Configuration</b>	Configure network hardware and software components according to organisational guidelines and technical requirements. This includes the implementation and configuration of multiple servers, network devices and network management tools as well as the management of user network access to ensure stable and reliable network operations		●	●	●			
	<b>Video Editing</b>	Arrange selected video footage in a sequential order that follows the narratives in the script and perform edits to comply with overall creative and technical requirements		●	●	●			
	<b>Vision Mixing</b>	Switch shots for programmes for transmission and recording using a variety of transition methods to join together images from various visual sources and provide suggestions for alternatives to improve the creative output		●	●	●			
Production	<b>Performing Arts Production Operations</b>	Manage the coordination and execution of production operations	●	●	●	●			
	<b>Procurement for Production Operations</b>	Manage the procurement of resources and services from external vendors to meet the production needs		●	●	●	●		
	<b>Production Budget Management</b>	Develop the formal budget for entire production based on estimation of the cost of activities in the production schedule, and set up financial monitoring and control systems for tracking production's expenditure against budget			●	●	●	●	
	<b>Production Design</b>	Research, conceptualise and execute the creative vision of productions			●	●	●		
	<b>Production Planning and Scheduling</b>	Develop production plans and schedules for production operations by breaking down the production concept into a sequence of activities		●	●	●			
	<b>Production Quality Management</b>	Analyse and measure the effectiveness of existing processes and procedures to enhance the productivity and overall experience of the production, and to facilitate continuous improvement		●	●	●			
	<b>Rehearsal Management</b>	Organize and facilitate the rehearsal process to ensure all details prior performance are adequately prepared and coordinated	●	●	●	●	●		
	<b>Technical Production Operations</b>	Plan, design and execute technical operations for productions in a show set up	●	●	●	●	●		
Set and Props	<b>Prop Design</b>	Develop props to support the creative direction of the production sets	●	●	●				
	<b>Props Management</b>	Facilitate the provision of props and support the performers in the use of materials. This includes preparing the set with props and other constructed pieces and ensure correct appearance and position for each performance.	●	●	●	●			
	<b>Set Construction</b>	Manage the construction of full-scale sceneries and props based on set design plans	●	●	●	●			
	<b>Set Design</b>	Research, conceptualise and execute visual concepts of the set to support creative direction of productions			●	●	●		

# Technical Skills and Competencies (TSCs)

TSC Category	TSC Title	TSC Description	Proficiency Levels					
			1	2	3	4	5	6
Sound	Sound Design and Creation	Conceptualise creative sound concepts and create sound effects that conform to requirements of the content			●	●	●	
	Sound Recording Operations	Manage the sound recording set-up and operations during productions			●	●	●	
	Technical Sound Design	Design, implement and manage technical aspect of sound to translate production requirement into a cohesive auditory experience		●	●	●	●	
	Technical Sound Editing and Mixing	Edit, refine, and mix sound elements to create audio mixes for production			●	●	●	

# TSCs General Descriptor

Level	Responsibility (Degree of supervision and accountability)	Autonomy (Degree of decision-making)	Complexity (Degree of difficulty of situations and tasks)	Knowledge and Abilities (Required to support work as described under Responsibility, Autonomy and Complexity)
6	Accountable for significant areas of work, strategy or overall satisfaction	Empowered to chart direction and practices within and outside of work (including professional field/ community), to achieve/exceed work results.	Complex	<ul style="list-style-type: none"> <li>Synthesise knowledge issues in a field of work and the interface between different fields, and create new forms of knowledge</li> <li>Employ advanced skills, to solve critical problems and formulate new structures, and/or to redefine existing knowledge or professional practice</li> <li>Demonstrate exemplary ability to innovate, and formulate new ideas and structures</li> </ul>
5	Accountable for achieving assigned objectives, decisions made by self and others	Provide leadership to achieve desired work results; Manage resources, set milestones and drive work.	Complex	<ul style="list-style-type: none"> <li>Evaluate factual and advanced conceptual knowledge within a field of work, involving critical understanding of theories and principles</li> <li>Select and apply an advanced range of cognitive and technical skills, demonstrating mastery and innovation, to devise solutions to solve complex and unpredictable problems in a specialised field of work</li> <li>Manage and drive complex work activities</li> </ul>
4	Work under broad direction  Hold accountability for performances of self and others	Exercise judgement; adapt and influence to achieve work performance.	Less Routine	<ul style="list-style-type: none"> <li>Evaluate and develop factual and conceptual knowledge within a field of work</li> <li>Select and apply a range of cognitive and technical skills to solve non-routine/ abstract problems</li> <li>Manage work activities which may be unpredictable</li> <li>Facilitate the implementation of innovation</li> </ul>
3	Work under broad direction  May hold some accountability for performance of others, in addition to self	Use discretion in identifying and responding to issues, work with others and contribute to work performance.	Less Routine	<ul style="list-style-type: none"> <li>Apply relevant procedural and conceptual knowledge and skills to perform differentiated work activities and manage changes</li> <li>Able to collaborate with others to identify value-adding opportunities</li> </ul>
2	Work with some supervision  Accountable for a broader set of tasks assigned	Use limited discretion in resolving issues or enquiries. Work without frequently looking to other for guidance.	Routine	<ul style="list-style-type: none"> <li>Understand and apply factual and procedural knowledge in a field of work</li> <li>Apply basic cognitive and technical skills to carry out defined tasks and to solve routine problems using simple procedures and tools</li> <li>Present ideas and improve work</li> </ul>
1	Work under direct supervision  Accountable for tasks assigned	Minimal discretion required. Expected to seek guidance.	Routine	<ul style="list-style-type: none"> <li>Recall factual and procedural knowledge</li> <li>Apply basic skills to carry out defined tasks</li> <li>Identify opportunities for minor adjustments to work tasks</li> </ul>

# Critical Core Skills (CCSs)

## INTERACTING WITH OTHERS

CCS	CCS Description	Proficiency Levels		
		Basic	Intermediate	Advanced
Building Inclusivity	Collaborate with stakeholders from different backgrounds or with different abilities, to understand the interests of diverse groups and build an inclusive work environment	Demonstrate sensitivity to the differences in diversity dimensions and perspectives	Manage relationships across diverse groups within the organisation	Oversee the develop and implement processes and practices which build an inclusive work environment and enable diverse groups to work effectively together
Collaboration	Manage relationships and work collaboratively and effectively with others to achieve goals	Contribute to a positive and cooperative working environment by fulfilling own responsibilities, managing interpersonal relationships and providing support to others to achieve goals	Build relationships and work effectively with internal and external stakeholders to create synergies in working towards shared goals	Establish team effectiveness and manage partnerships to create a cooperative working environment which enables the achievement of goals
Communication	Convey and exchange thoughts, ideas and information effectively through various mediums and approaches	Communicate with others to share information, respond to general inquiries and obtain specific information	Tailor communication approaches to audience needs and determine suitable methods to convey and exchange information	Synthesise information and inputs to communicate an overarching storyline to multiple stakeholders
Customer Orientation	Identify the needs of customers, both internal and external, to deliver an effective customer experience	Demonstrate an understanding of customer needs or objectives to respond in a way which delivers an effective customer experience	Build relationships with customers to anticipate needs and solicit feedback to improve the customer experience	Foster the creation of an effective customer experience
Developing People	Empower others to learn and develop their capabilities to enhance their performance and achieve personal or professional goals	Create individual career and development plans, and support co-workers in performing their work activities	Develop and coach team members to identify and leverage their strengths to enhance performance	Foster a conducive environment to enable employees' professional and personal development, in alignment with the organisation's objectives and goals
Influence	Influence behaviours, beliefs or attitudes in order to achieve desired outcomes and solutions	Demonstrate empathy to understand the feelings and actions of others and communicate in ways that limit misunderstandings and influence others on operational issues	Develop relationships with stakeholders to build confidence, alignment and communicate desired purpose, goals or objectives	Build consensus with stakeholders to achieve desired outcomes on matters of strategic importance

# Critical Core Skills (CCSs)

## STAYING RELEVANT

CCS	CCS Description	Proficiency Levels		
		Basic	Intermediate	Advanced
Adaptability	Exercise flexibility in behaviours or approaches to respond to changes and evolving contexts	Modify behaviours and approaches to respond to changes and evolving contexts	Manage change in evolving contexts	Foster a culture of flexibility that caters to changes and evolving contexts
Digital Fluency	Leverage digital technology tools, systems, and software across work processes and activities to solve problems, drive efficiency and facilitate information sharing	Perform work processes and activities using identified digital technology tools, systems and software	Identify opportunities and evaluate risks of integrating digital technology tools, systems and software across work processes and activities	Drive the creation of a digital culture and environment, educating stakeholders across the organisation on the benefits and risks of digital technology tools, systems and software
Global Perspective	Operate in cross-cultural environments, demonstrating an awareness of the wider global context and markets to identify potential opportunities and risks	Demonstrate an understanding of global challenges and opportunities to work effectively in a cross-cultural environment	Develop global networks and determine impact of global context and trends on the organisation's vision, objectives and operating climate	Lead the resolution of the challenges of operating in a cross-cultural environment and build the organisation's capabilities to compete in a global environment
Learning Agility	Deploy different learning approaches which enable continuous learning across different contexts to drive self-development and the achievement of long-term career goals	Identify opportunities and targets for learning to facilitate continuous career development	Deploy various learning approaches in different settings to maximise opportunities for learning and self-reflection and measure their impact on the achievement of career goals	Establish an organisational culture of continuous learning to encourage the adoption of new learning approaches and identification of new learning opportunities
Self Management	Take ownership of managing one's personal effectiveness, personal brand and holistic physical, mental, emotional and social well-being	Exercise self-awareness by monitoring own behaviours and ways of working in personal and professional capacities, and implement techniques for improvement	Analyse own well-being and personal effectiveness to develop strategies to regulate self and build personal brand	Evaluate strategies to manage own well-being, personal effectiveness and personal brand



# Critical Core Skills (CCSs)

## THINKING CRITICALLY

CCS	CCS Description	Proficiency Levels		
		Basic	Intermediate	Advanced
Creative Thinking	Adopt diverse perspectives in combining ideas or information and making connections between different fields to create different ideas, improvements and solutions	Connect ideas or information to propose and test ideas, improvements and solutions which challenge current assumptions or ways of working	Integrate multiple ideas and information from across various fields to develop solutions and new ways of working which address specific issues and deliver impact	Cultivate a culture of innovation and creativity across the organisation to push boundaries and reshape goals and possibilities
Decision Making	Choose a course of action from several alternatives developed through a structured process in order to achieve intended goals	Follow processes to make decisions which achieve intended goals using given information and guidelines	Implement structured decision making processes and analyse multiple sources of information to propose solutions	Define decision making criteria, processes and strategies and evaluate their effectiveness
Problem Solving	Generate effective and efficient solutions to solve problems and capitalise on new opportunities	Identify problems and implement guidelines and procedures to solve problems and test solutions	Determine underlying causes of problems and collaborate with other stakeholders to implement and evaluate solutions	Anticipate potential problems to drive a culture of continuous improvement which seeks to turn problems into opportunities across the organisation
Sense Making	Leverage sources of qualitative and quantitative information and data to recognise patterns, spot opportunities, infer insights and inform decisions	Organise and interpret information to identify relationships and linkages	Analyse information and data and uncover patterns, opportunities and impacts	Evaluate relationships, patterns and trends to inform actions and generate wider insights
Transdisciplinary Thinking	Apply concepts from multiple disciplines, and synthesise different areas of knowledge and insights to guide decisions, foster cooperation and drive continuous improvement	Explore concepts from outside one's field of expertise to supplement one's knowledge, proficiency and work practices	Identify opportunities for transdisciplinary collaboration and knowledge transfer to facilitate the integration of knowledge from different disciplines	Endorse collaboration and the integration of knowledge across disciplines to make decisions and solve problems within and outside the organisation

# Self-Employed Persons Competencies (SEPCs)

SEPC	SEPC Description	Proficiency Levels		
		Basic	Intermediate	Advanced
Entrepreneurship	Develop and nurture a vision and purpose for entrepreneurial ventures and explore strategic business opportunities including proposal writing, pursuing new leads and spotting opportunities, networking, and regularly engaging with arts communities, patrons, and sponsors	Pursue new business opportunities, collaborations, and artistic endeavours in line with professional goals and vision by creating and launching arts-related products/services to target audiences and customers	Formulate strategies to expand entrepreneurial ventures and introduce creative work to various audiences and communities in line with artistic goals and unique value proposition	Lead continuous growth and improvement of artistic and business endeavours through continuous innovation, creativity, and agility, and by inspiring audiences and customers
General Financial Management	Develop and execute a financial strategy and plan to manage budget and revenues. This includes a foundational understanding of budgeting, taxation, and reading and preparing financial statements	Execute operations within set budget parameters, documenting necessary paperwork for the preparation of financial statements	Utilise analysis of current and historic arts projects to control costs and provide the basis for forecasting and benchmarking for future project needs	Leverage emerging technology and best practices to guide financial management initiatives to optimise financial management to reduce costs and maximise revenue
Legal, Contract and Negotiation Management	Ensure terms of work are fair, transparent and in all parties' best interests. This includes the development of legally binding contracts outlining the description of services, payment terms and termination clauses, and negotiating for "win-win" terms that meet the needs of the SEP(s) and the client(s)	Develop and manage contracts such as terms of services and employment in compliance with regulatory requirements and outlining basic contractual terms	Promote fair terms of service and freelance employment through transparent and clear contractual agreements and effective dispute management	Lead greater equitability in contracts for freelance employment by identifying new trends in freelance contracting and championing best practices, in addition to building greater awareness of rights and legal protections for SEPs

# Self-Employed Persons Competencies (SEPCs)

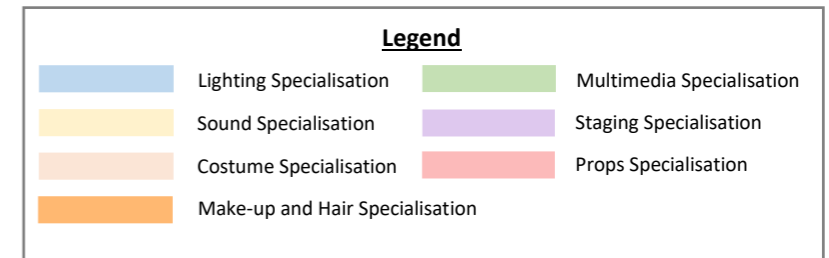
SEPC	SEPC Description	Proficiency Levels		
		Basic	Intermediate	Advanced
Personal Brand Management	Define and create a brand rooted in personal and professional values and art form expertise among desired target audiences through social media and other channels	Communicate personal and professional artist brand through social media and digital marketing initiatives	Drive strategic communication with key target audiences through social media to showcase a personal brand, unique signature approach, and creative value proposition	Inspire and connect with target audiences by developing an engaging brand that aligns with artistic values and professional goals, utilising social media and innovative personal branding techniques to build a community of followers
Portfolio Career and Project Management	Organise and prioritise deliverables to manage time across projects, identify the capacity for new opportunities and ensure alignment of work to personal creative brand and professional objectives	Oversee small projects and programmes in alignment with artistic and business objectives, including management of timelines, resources, risks, and stakeholders	Drive medium scale projects and programmes, allocating resources, managing interdependencies, and engaging with key stakeholders on project progress and outcomes	Develop arts portfolio strategy to identify professional goals, prioritise impactful projects, and define key performance metrics

## CCSs and SEPCs General Descriptor

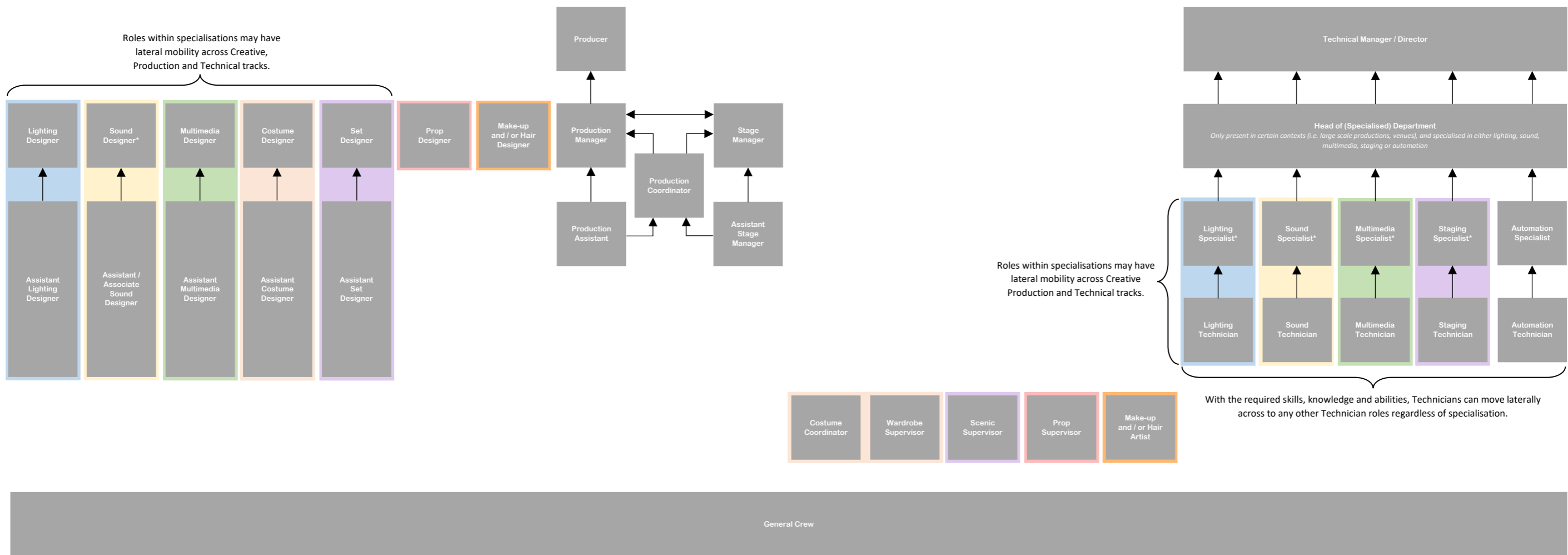
Proficiency Level	Responsibility	Autonomy	Complexity	Knowledge & Abilities	Typical Sample Action Words
Advanced	Accountable for significant areas of work, strategy or overall satisfaction	Empower to chart direction and practices to exceed objectives / results	Complex	<p>Synthesise breadth and depth of knowledge to influence thinking, present new ideas and push boundaries</p> <p>Drive innovative and solution development to address complex issues or problems</p> <p>Role model the competency across complex, varied situations</p>	<p>Direct, Evaluate, Assess, Guide, Formulate, Drive, Design, Synchronise, Establish, Lead</p>
Intermediate	<p>Work under broad direction</p> <p>Accountable for performances of self and others</p>	<p>Exercise judgement</p> <p>Adapt and influence stakeholders to achieve work performance</p>	Less Routine	<p>Evaluate diverse information and demonstrate advanced knowledge within a broad work area</p> <p>Facilitate the implementation of innovation and integrate ideas to solve less routine problems</p> <p>Share knowledge, guiding others where required</p>	<p>Plan, Develop, Monitor, Analyse, Review, Implement, Recommend</p>
Basic	<p>Work under supervision and guidance</p> <p>Accountable for a set of broader tasks or performance or self</p>	<p>Use limited discretion to respond to issues</p> <p>Work with others to contribute to work performance</p>	Routine	<p>Apply understanding and knowledge when performing differentiated work activities</p> <p>Follow instructions and guidelines to carry out activities and solve routine problems</p>	<p>Consolidate, Conduct, Collate, Operate, Support, Prepare, Perform, Deploy</p>

# Career Map

Technical Theatre & Production



Creative
Production
Technical



- Notes:**
1. Professionals in the Technical Theatre & Production industry have the ability to navigate their career across the Career Map. Depending on individual experience, skills, qualification and aspirations, professionals can plan to move to any role in the industry in the short and/or long term.
  2. The arrows above are illustrative movements typically seen in the industry. They are not restrictive and are intended to provide guidance on the common career paths in the sector.
  3. Some job roles in this career map may only be present in larger venues / productions. For smaller venues / productions, professionals may need to undertake a mix of Critical Work Functions and Key Tasks from different job roles.
  4. \*Denotes jobs with specialisations. Specialisations are defined as unique areas of work related to the job role, these may be often included as part of the job role or sometimes these may be performing by professionals focusing in these unique areas.