



Skills Framework for Arts

Technical Theatre and Production

A Joint Initiative by

A Guide to Occupations and Skills



SKILLSfuture SG

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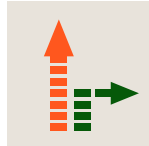
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About the Skills Framework

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:



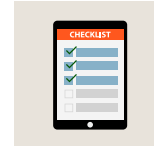
Sector Information



Career Pathways

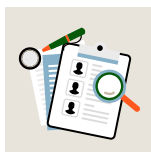


Job Roles and their Key Tasks and Functions



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.



Assess Career Interests

- Understand career pathways
- Recognise personal attributes required



Prepare for Desired Jobs

- Understand skills and competency required



Find Avenues to Close Skills Gaps

- Identify relevant training programmes to equip oneself with the required skills and competencies
- Participate in on-the-job training opportunities provided by companies



Renew, Upgrade and Deepen Skills

- Plan for career development / transition
- Recognise skills and competencies required for the intended job role
- Identify training programmes to upgrade and deepen skills

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



Employers

- Recognise and understand the vital skills required for success in the Arts industry
- Invest in training and development programmes to enhance their employees' skills and support their career progression



Training Providers

- Gain insights on the latest sector trends and emerging skill sets that are in demand
- Design and develop training programmes that cater to the specific needs of the industry

Technical Theatre & Production Landscape



Singapore's performing arts scene is vibrant and home to a range of established and emerging artists and arts groups presenting distinctive works and programmes. Their innovative artworks and performances are increasingly collaborative across different disciplines, and deeply reflective of a multilingual and multicultural society.

Technical theatre and production professionals are the backbone of the performing arts scene. Working behind-the-scenes, they ensure that productions run smoothly. They collaborate closely with creative professionals such as production designers and directors to bring to life the creative vision through immersive environments, lighting designs, and soundscapes. Professionals in technical theatre and production are young with one in two within the ages of 25-39, and one in three operates as a Self-Employed Person (SEP).¹

The production and consumption patterns of performing arts works and programmes are changing rapidly. Apart from digitalisation, these works are increasingly multi-disciplinary, and more intention is placed in making them accessible for all audiences. This means that the performing arts scene needs technical theatre and production professionals who are equipped with the know-how to operate the latest hardware and software, who understand art form nuances, and who are sensitive to a diverse audience.

The performing arts scene in Singapore continues to grow and evolve. The demand for skilled and competent technical theatre and production professionals therefore remains strong across a range of platforms and media such as staged productions, festivals, live music venues, digital and online media. Their contributions are integral to the overall development and success of the local performing arts scene.

¹ NAC Arts and Culture Employment Study 2019, data cited for Technical and Specialist Services Job Occupation Category.

Future Developments

There are three key emerging trends in the Technical Theatre and Production sector.



Digitalisation in Arts Productions

Digital theatre operations are more prevalent and audience consumption patterns are changing. Professionals need to adapt to new technologies and take on new responsibilities such as managing technical aspects and coordinating remote teams.

Modern audiences seek active participation and immersive encounters, increasing the demand for performances incorporating Extended Reality (XR) and Augmented Reality (AR) / Virtual Reality (VR). There is a need for skills in designing, programming and executing these immersive experiences.



Rise of Interdisciplinarity Leading to Multi-Skilled and Fluid Roles

Professionals need to be familiar with various disciplines and be comfortable working in an increasingly interdisciplinary environment. Those in the Creative Track may need to undertake technical responsibilities in smaller productions, while those in the Production and Technical Track need to have strong business acumen (managing vendors, negotiation and project management) to ensure smooth production operations. Multi-skilled professionals have the added advantage of career mobility and the ability to move into adjacent industries.

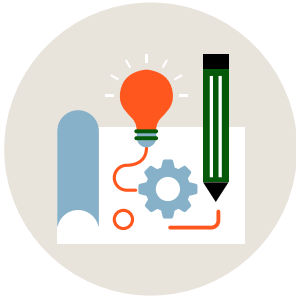


Spotlight on Diversity

Professionals should consider audiences with different abilities when conceptualising their designs, in order to make their productions more accessible and enjoyable for a range of audiences. They must be well-versed in implementing accessibility features, such as closed captions, audio descriptions and other assistive technologies for audiences with different abilities.

Desired Attributes

For Professionals in the **Creative Track**:



Creativity

Conceptualising and developing innovative aesthetic design is key in telling a story, connecting with audiences and conveying an artistic vision.



Cultural Competence

Having cultural knowledge and understanding of different aesthetic styles and periods allow for more accurate and effective designs.



Collaboration and Communication

Working closely with directors, other designers, performers and crew is crucial in ensuring design plans are effectively communicated, achieving a cohesive and successful production.



Digital Fluency

Being proficient in digital tools, software and technologies is becoming increasingly important as the industry embraces technology to create new artistic effects in productions.



Transdisciplinary Thinking

Applying concepts from multiple disciplines to guide decisions and foster collaboration can lead to more holistic and innovative productions.

Desired Attributes

For Professionals in the **Production and Technical Track**:



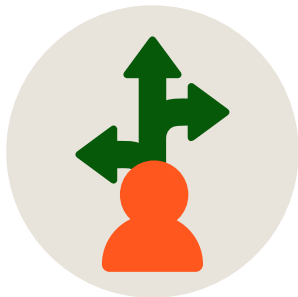
Collaboration and Communication

Working closely with directors, designers, performers and crew. Effective communication and teamwork are vital to achieving smooth operations and a successful production.



Digital Fluency

Being proficient in digital tools, software and technologies is becoming increasingly important as the industry embraces technology to create new artistic effects in productions.



Flexibility and Adaptability

Being flexible and able to handle unexpected challenges, adapt to changes and adjust their plans where needed.



Problem-Solving Under Pressure

Thinking quickly and resolving problems swiftly. During live performances, a range of operational, technical and logistical issues may arise.



Transdisciplinary Thinking

Applying concepts from multiple disciplines to guide decisions and foster collaboration can lead to more holistic and innovative productions.

Take Your Career Further

A skilled workforce is essential in sustaining Singapore's global competitiveness. There is a wide range of initiatives and schemes available to both individuals and employers to promote skills acquisition and upgrading.



FOR INDIVIDUALS

RESOURCES AND CAREER ADVISORY

CAREER IN THE ARTS

Developed by NAC, Career in the Arts features up-to-date information on the sector, the range of work within the arts, key trends and what it is like to operate as a Self-Employed Person (SEP) in the arts. It is supplemented by job prospectus and stories from industry profiles on their career journeys. This resource is for aspiring arts practitioners looking to join the arts workforce, or for existing arts practitioners looking for more work opportunities in the arts.

<https://www.nac.gov.sg/support/capability-development/career-in-the-arts/overview>

NAC ARTS RESOURCE HUB

The NAC Arts Resource Hub (ARH) initiative supports arts Self-Employed Persons (SEPs) and freelance practitioners in Singapore to unlock new opportunities and grow meaningful careers. Apart from providing physical spaces, the ARH provides learning and development opportunities through peer learning and career guidance resources. The ARH aims to build professionalism, self-reliance and resourcefulness of SEPs by improving working conditions and welfare, and fostering community and networks.

<https://www.nac.gov.sg/support/arts-resource-hub/about-arts-resource-hub>

SKILLS FRAMEWORK

Provides up-to-date information on employment, career pathways, occupations, job roles, existing and emerging skills, as well as relevant education and training programmes.

<https://www.skillsfuture.gov.sg/skills-framework>

SKILLS DEMAND FOR THE FUTURE ECONOMY REPORT

Spotlights the priority skills and jobs that are in demand in three emerging, high growth areas. Use this report to chart your skills development journey over the next one to three years.

<https://www.skillsfuture.gov.sg/skillsreport>

SKILLSFUTURE JOBS-SKILLS INSIGHTS

Quarterly publications that spotlight high-tempo jobs and skills changes within specific sectors or economies.

www.skillsfuture.gov.sg/jsqi

MYSKILLSFUTURE

Identifies your existing skillsets and get personalised recommendations, find in-demand skills and SkillsFuture Credit-eligible courses with this one-stop portal for your education, training, and career guidance needs.

<https://www.myskillsfuture.gov.sg>

SKILLSFUTURE ADVICE

Helps you understand the importance of career planning, skills upgrading and the various government initiatives available to support you in your skills and career development in the free workshop.

<https://www.skillsfuture.gov.sg/advice>

SKILLS AND TRAINING ADVISORY SERVICES

Offers a free 30-to-45-minute one-to-one consultation that will guide you to identify skills and training needs to support your career transition or progression.

<https://www.myskillsfuture.gov.sg/content/portal/en/career-resources/career-resources/campaigns/skills-training-advice.html>

Initiatives and schemes by:

■ National Arts Council ■ SkillsFuture Singapore

Take Your Career Further

FUNDING AND SUBSIDIES

NAC ARTS SCHOLARSHIP

The NAC Arts Scholarship aims to nurture outstanding individuals who can play a leadership role in shaping the future arts and culture scene in Singapore. As future leaders of the arts and culture sector, scholars will be game changers to push artistic boundaries and lead their peers to create positive impact for the Singapore community through the arts.

<https://www.nac.gov.sg/support/funding-and-schemes/scholarships/nac-arts-scholarship>

SKILLSFUTURE CREDIT

Supports learning for Singaporeans aged 25 and above with an initial credit of \$500 that does not expire, on a broad range of courses. Eligible Singaporeans also received a one-off \$500 credit top-up in 2020, which will expire on 31 Dec 2025.

<https://www.skillsfuture.gov.sg/credit>

CAPABILITY DEVELOPMENT GRANT

The Capability Development Grant (CD Grant) encourages and supports the continuous professional development of the people that work in Singapore's arts and culture sector. The grant is open to individuals and organisations and supports the training activities or programmes that span a duration of no more than 12 consecutive months such as professional training and skills development programmes, on-the-job training activities, mentorships, apprenticeships and peer-to-peer learning opportunities.

<https://www.nac.gov.sg/support/funding-and-schemes/capability-development-grant/overview>

SKILLSFUTURE MID-CAREER ENHANCED SUBSIDY

Provides a subsidy of at least 90% on programmes funded by the Ministry of Education, and up to 90% subsidy on fees for certifiable skills-training courses supported by SkillsFuture Singapore, for Singaporeans aged 40 and above.

<https://www.skillsfuture.gov.sg/enhancedsubsidy>

TRAINING IN-DEMAND SKILLS

CAPABILITY DEVELOPMENT OPPORTUNITIES

To support the upskilling of arts practitioners, NAC works with various local and international partners to offer training opportunities such as residencies, apprenticeships, short courses and funding support.

<https://www.nac.gov.sg/support/capability-development/training-opportunities>

SKILLSFUTURE SERIES

Allows you to choose from a suite of short courses in eight emerging skills areas such as advanced manufacturing, data analytics and cyber security to gain basic understanding or deepen your skills. Courses cater to learners with different skills proficiencies.

<https://www.skillsfuture.gov.sg/series>

SKILLSFUTURE MID-CAREER SUPPORT PACKAGE

Offers more career transition opportunities, helps you stay employable and access good jobs. This package is suitable for locals aged 40s and 50s.

<https://www.skillsfuture.gov.sg/midcareersupportpackage>

SKILLSFUTURE CAREER TRANSITION PROGRAMME

Designed for mid-careerists, this train-and-place programme supports individuals in acquiring industry-relevant skills to improve employability and move into new sectors or new roles.

<https://www.skillsfuture.gov.sg/sctp>

Initiatives and schemes by:

■ National Arts Council ■ SkillsFuture Singapore

Take Your Career Further



FOR EMPLOYERS

SKILLSFUTURE ENTERPRISE CREDIT

Allows you to invest in enterprise and workforce transformation through a one-off \$10,000 credit that covers up to 90% of out-of-pocket expenses on qualifying costs for supportable initiatives.

<https://go.gov.sg/skillsfutureenterprisecredit>

NATIONAL CENTRE OF EXCELLENCE FOR WORKPLACE LEARNING (NACE)

Supports you in developing best practices in workplace learning and work-study capabilities to upskill your workforce.

<https://www.skillsfuture.gov.sg/nace>

SUPPORT FOR JOB REDESIGN UNDER PRODUCTIVITY SOLUTIONS GRANT (PSG-JR)

Embark on job redesign with confidence. Work with pre-approved job redesign consultants to implement customised solutions to make jobs more attractive while transforming your business. Develop customised job redesign solutions based on your company's needs. Receive up to 70% funding for consultancy services, capped at \$30,000. Choose to receive consultancy support from 16 pre-approved job redesign consultants.

WSG | Support for Job Redesign under Productivity Solutions Grant (PSG-JR)

MID-CAREER PATHWAYS PROGRAMME (MCP)

Full-time attachment programme which supports mature mid-career individuals aged 40 and above looking for a career switch, to widen their professional networks and gain meaningful industry-relevant skills and experience. The training attachments will last between four to six months. Includes 70% of training allowance funding for the duration of attachment and continued funding support for trainees converted early to full-time employment.

Host Organisations | SGUnited Mid-Career Pathways Programme (wsg.gov.sg)

SKILLSFUTURE QUEEN BEE PROGRAMME

Provides skills advisory and support delivered by the industry market leaders to guide you in identifying and acquiring the skills needed for business transformation.

SkillsFuture Queen Bee Networks (gobusiness.gov.sg)

CAREER CONVERSION PROGRAMMES (CCPs)

Help companies in Singapore meet their manpower needs by reskilling mid-career new hires and workers for growth jobs in demand. Up to 90% salary support to reskill mid-career individuals into in-demand growth jobs. This programme includes Industry-recognised training to reskill mid-career individuals for in-demand growth jobs with close to 100 CCPs to support reskilling across around 30 sectors.

WSG Career Conversion Programmes (CCP) for Individuals Singapore

CAPABILITY TRANSFER PROGRAMME (CTP)

Supports building of deep capabilities in our local workforce and pervasive innovation throughout the economy by speeding up the transfer of new global capabilities into Singapore. Build deep capabilities and equip your local workforce with the requisite skillsets and receive funding support of up to 90%.

Capability Transfer Programme (CTP)| Career Transition programmes (wsg.gov.sg)

Initiatives and schemes by:

■ SkillsFuture Singapore ■ Workforce Singapore

Realise Your Potential

Now that you have some idea of what a career in the Technical Theatre & Production sector can offer and the available government initiatives and schemes to support your career goals, you are ready to take the next step!

NEW ENTRANTS

Use the Skills Framework for Arts (Technical Theatre & Production) to find out about careers in the sector



UNDERSTAND the career pathways and the attributes needed to take on a particular occupation in the sector



UNDERSTAND the skills and competencies required for the job role and identify relevant training programmes to help you become a qualified personnel

EXPERIENCED PROFESSIONALS

Use the Skills Framework for Arts (Technical Theatre & Production) to find out how to chart your career



PLAN for vertical career progression within the track that you are currently in, or for lateral career moves across the tracks



IDENTIFY skills gaps that you are lacking in your current or next job role

IDENTIFY relevant training programmes

TRAINING PROGRAMMES

Embark on your career in the Technical Theatre & Production sector

Programmes that equip new entrants with skills and knowledge for specific occupations in the sector at their respective entry levels

Programmes for experienced employees or individuals to broaden or deepen specific skills and knowledge for various occupations in the sector

Lifelong learning for skills deepening to meet existing and emerging demands of the sector

Technical Theatre & Production Career Tracks

Creative Track Page 13 – 43

Professionals in the Creative Track are involved in a 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 Page 44 – 60

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 Page 61 - 102

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

Creative Track

JOB ROLES

PROP DESIGNER	PG 16 – 17
ASSISTANT MULTIMEDIA DESIGNER	PG 18 – 19
MULTIMEDIA DESIGNER	PG 20 – 21
ASSISTANT LIGHTING DESIGNER	PG 22 – 24
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SOUND DESIGNER	PG 30 – 32
ASSISTANT SET DESIGNER	PG 33 – 34
SET DESIGNER	PG 35 – 37
ASSISTANT COSTUME DESIGNER	PG 38 – 39
COSTUME DESIGNER	PG 40 – 41
MAKE-UP AND/OR HAIR DESIGNER	PG 42 – 43



Guo Ningru

Sound Designer
2022 Young Artist Award Recipient

As a sound designer with over 10 years of experience, Guo Ningru has lent her expertise to some of Singapore's prominent dance and theatre companies, such as Singapore Repertory Theatre and T.H.E Dance Company. She holds a BA (Hons) in Sound Design, Technical Theatre Arts from LASALLE College of the Arts and Masters in Fine Arts in Sound Design from University of California Irvine's renowned Sound Design programme.

A 2016 NAC Arts Scholarship recipient and a 2022 NAC Young Artist Award recipient, Guo Ningru delved deeper into the various forms of sound design, including sound art, game and dance composition, and immersive audio. She continues to incorporate immersive audio technology in her work, based on principles of multi-directional audio and time-based localisation.

What types of sound design do you do, and could you explain the components of your job?

I'm primarily a theatre sound designer. This is different from designing sound for film, which is primarily content-driven, centring on the creation of sound effects.

In theatre, sound design includes content creation and technical system design. Content creation includes writing music or creating sounds to score the performance and drive the storyline. System design includes planning of the system setup, loudspeaker predictions and calculations, as well as the final optimisations and tuning. This is to make sure that the show content is heard in the intended way in every audience seat.

Most theatre sound designers are more inclined towards one end or the other, depending on where we position ourselves. The job scope also differs from show to show.

Could you share your journey on how you went into sound design?

In secondary school, I sang in the choir and performed in concerts and musicals, which sparked an interest in stage production, because I saw the magic of how lighting, choreography and music came together. At that time, there was a little section of musical theatre in my local DVD store, which introduced me to all the brilliantly written musicals of Broadway and West End.

While I learned classical piano through my school years, content creators don't need an advanced

musical background. Most of the time, we're creating a mood rather than a fully scored musical piece. If a production calls for an arranged piece of music, a composer can be brought in. Likewise, a dedicated system designer may be required for a technically complex production.

What do you think are the most important traits to succeed as a sound designer and as a self-employed person?

Self-determination, discipline and grit. As self-employed persons, we have to keep ourselves accountable by setting and achieving our own work goals. However, we should also exercise self-care as the work hours can be very long, especially during bump-in and tech week.

Are there any emerging trends and technologies in this field that you are responding to?

I've been using d&b Soundscape for several dance and theatre productions. For example, in T.H.E. Dance Company's *Infinitely Closer*, the speakers were placed in a ring around the audience, providing a 3D experience where the music moved around and enveloped them from all directions. In The Necessary Stage's *Three Years in the Life and Death of Land*, there were live microphones on the actors, and the system worked by using various volume and delay calculations to allow each audience member to hear the actor's dialogue as though it is coming from the actor's location — this results in naturalistic dialogue and enhances storytelling.

Petrina Dawn Tan

Set and Lighting Designer



A versatile multi-hyphenate in technical theatre, Petrina Dawn Tan describes herself as someone practising scenography, which is a holistic and integrated design of set, lighting, and visual elements. She has conceptualised a range of projects including circus, community music festivals and interactive installations. She studied stage management and lighting design at LASALLE College of the Arts and eventually graduated with a Masters of Art in Collaborative Theatre Production and Design from the Guildhall School of Music and Drama in London.

She was a part of *The Fourth Trimester*, which clinched Production Of The Year at The Straits Times Life Theatre Awards 2023. She's also won Best Set for *The Truth* (Singapore Repertory Theatre, 2019) at The Straits Times' Life! Theatre Awards 2020; was nominated in 2021 for Best Set for *A Dream Under the Southern Bough: Existence* (Toy Factory Productions, 2021) and in 2017 for Best Lighting for *Manifesto* (The Necessary Stage and Drama Box, 2016). Other credits include Co-lighting Design for *Manila Galleon: From Asia to the Americas* at the Asian Civilisation Museum, Associate Lighting Designer for *From Singapore to Singaporean – The Bicentennial Experience* and Associate Lighting Designer for *Art of the Brick* at ArtScience Museum.

Could you share your journey of how you moved from doing lighting design to scenography?

In LASALLE, I was taking stage management and lighting design as courses but chose to specialise in lighting in Year 3. But I have always felt lighting design can be more effective and powerful if it is integrated with other elements of production design. Desiring to learn more about the integration of lighting and set design, I went to Guildhall School of Music and Drama to fulfil my hopes of being a more well-rounded designer.

Now, I get jobs as a lighting designer, a set designer and a scenographer. I like scenography the best because I can contribute creatively across various elements of the production. For example, I know how to elevate a set and make it three-dimensional and engaging using lighting design concepts.

In general, it helps to be versatile and open to new styles and creative concepts. No matter what kind of designer you are, you should always keep yourself well-informed about the story and the type of aesthetic the director is going for.

What draws you to work in the theatre?

Theatre provides a unique platform to tell untold stories and explore complex subjects such as mental health and social issues. By helping to bring these stories to life, I hope to promote compassion, empathy and understanding. In a world inundated with digital experiences, theatre's tactile, in-person nature can provide real-life meaningful experiences, especially for children.

What are some emerging trends in technical theatre?

The industry is increasingly embracing environmental consciousness through eco-friendly technologies like LED lights and because of sustainability, more materials, like a generic wooden platform, are being recycled from show to show when possible.

What are the essential traits to a successful career in technical theatre?

You need to manage your time well because you frequently have to juggle multiple projects concurrently.

As I often work with a small team of assistants, I also need good people management skills. I commit to making their work hours and wages fair, and I give them space to learn and grow. I also need to have a strong creative vocabulary to have the confidence to sell my ideas to the director.

You often mentor young people who wish to enter the technical theatre industry. What advice do you have for newcomers to the industry?

You need passion and resilience to last in the arts, because your income as a freelancer may not be stable. Resourcefulness and networking are crucial, so that you can get opportunities. You also need to be adaptable and a good team player. The NAC's Skills Framework for Arts will give you an idea of the hard and soft skills needed in your job.

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

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

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.

Multimedia Designers 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"> • Visualise types of media required • Review content ideas from junior team members and provide inputs for refinement • Utilise media creation tools to produce content ideas • Present multimedia content to creative leadership for review • Refine multimedia content based on creative inputs from the creative leadership • Work with external media producer to identify third-party vendors to generate media content
	Establish multimedia content requirements	<ul style="list-style-type: none"> • Determine production requirements for multimedia content creation through collaboration with other creative designers • Guide research direction on content requirements • Lead multimedia content creation discussions
	Plan asset development	<ul style="list-style-type: none"> • Provide time estimates for specific tasks for the multimedia team based on production timeline • Allocate work to junior team members based on skillsets and in alignment with project plan • Identify tools and pipeline requirements for allocated work
	Programming multimedia content	<ul style="list-style-type: none"> • Convert format of multimedia content from external parties to align with internal systems • Adjust and fine-tune multimedia equipment to align with cues and other teams

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
	Develop skills and portfolio	<ul style="list-style-type: none"> Develop proficiency in the latest media techniques and mediums to diversify skillsets Enhance professional portfolio comprising media content created with research and work done on previous projects Explore and gain competence in complex software packages to enhance breadth and depth of professional portfolio

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 and coordinate 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">• Provide input on various types of lighting required• Assist in the creation of pre-production technical preparation work such as basic research collages and 3D renderings• Assist in developing production lighting / follow-spot cue synopsis, lighting deck run cues and pre-show checklists• Attend “Paper Tech” technical rehearsals and assist in communicating all lighting plans, cues and ideation to the technical teams• Review and provide inputs on the lighting design plans for refinement• Source for lighting practicals or other relevant lighting equipment• Support the execution of lighting design plans in stumble-through or full production runs• Provide inputs on various types of lighting required for theatre production
	Provide input on lighting requirements	<ul style="list-style-type: none">• Understand and be familiarised with the overall production design concept, and each lighting cue intent• Keep track of all paperwork related to lighting design using manual or digital methods• Use Computer Aided Design (CAD) programs to assist in creation of lighting plan• Support the Lighting Designer in the identification and interpretation of lighting requirements• Contribute creative ideas to lighting design plan discussions

Assistant Lighting Designer

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage asset development through resource and project management	<ul style="list-style-type: none">• Communicate lighting plans to the technical teams and assist in coordinating the lighting team• Implement lighting plans including the management of basic lighting console programming (such as patching, blind cue updates and intelligent lights control)• Assist in leading the Lighting Technicians at focus calls and work-notes sessions• Assist in evaluating show cue notes and estimating / coordinating work-notes and dark time• Assist in observing and taking cue and work-notes together with the Lighting Designer during technical and dress rehearsals• Create a pre-show checklist and execute dimmer checks with receiving house's Lighting Technicians prior to each performance (or as needed periodically)• Support the Lighting Designer in polishing and improving lighting cues and light plot• Archive lighting paperwork for potential tour or future staging of production
	Develop skills and portfolio	<ul style="list-style-type: none">• Explore various available lighting effect techniques to diversify skillsets and deliver across a variety of projects• Build professional portfolio comprising lighting effects created with research and work done on previous projects• Explore different artistic themes and visual styles to enhance the breadth and depth of own portfolio

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 4	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">• Visualise and design various types of lighting required• Develop a light plot with Computer-Aided Design (CAD) programs and draft supporting paperwork such as instrument schedules and magic sheets• Develop a cue synopsis that details all lighting shifts and changes in the production• Collaborate with the Technical Manager and Master Electrician to coordinate hang, focus and dark time• 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• Present lighting design plans to creative leadership and refine lighting design plans based on their inputs• Liaise with external vendors for the purchase or rental of lighting practicals and equipment• Oversee all lighting design aspects in all design / production meetings, and stumble-through or full production runs
	Establish lighting requirements	<ul style="list-style-type: none">• Ascertain lighting requirements based on the style, narrative arc and dramaturgical needs of the production• Lead the discussions and development of lighting design plan / plot with the lighting team• Collaborate with the creative leadership to reach a collective agreement on the overall production and lighting concepts required• Communicate actively with other creative designers to coordinate and align on the final lighting design plan

Lighting Designer

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage asset development through resource and project management	<ul style="list-style-type: none">• Provide time estimates for specific tasks for the lighting team based on the production timeline• Allocate work to junior team members based on skillsets and in alignment with lighting plan• Identify tools and pipeline requirements for allocated work• Manage projects to meet schedules, budget, manpower and technical quality targets• Conduct regular project reviews to recommend schedule changes, cost or resource adjustments
	Facilitate lighting implementation	<ul style="list-style-type: none">• Direct, coordinate and conduct the focus call and dark time for light cue-ing• Work with the Lighting Programmer on lighting console preparation ahead of technical rehearsals• Participate in “Paper Tech” technical rehearsals to run through show cue-by-cue, prior to the first technical rehearsal• Oversee all lighting aspects of technical and dress rehearsals and evaluate, plan and rework lighting cues as necessary• Resolve design and technical issues associated with lighting implementation• Polish and improve lighting cues and plot• Document lighting paperwork for potential tour or future staging of production
	Develop skills and portfolio	<ul style="list-style-type: none">• Gain proficiency in various lighting effect techniques to diversify skillsets and deliver across a variety of projects• Enhance professional portfolio comprising lighting effects created with research and work done on previous projects• Explore complex lighting effect techniques to enhance skillsets

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

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. They 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, as well as 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"> • Determine sound requirements for production through discussions with the creative leadership • Lead sound design plan discussions • Communicate actively with other creative designers to coordinate sound design plan
	Develop sound design plans	<ul style="list-style-type: none"> • 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 • Utilise audio tools and other equipment to create required sound effects • Gather required audio from various sources • Review sound design plans from junior team members and provide inputs for refinement • Present sound design plans to creative leadership • Refine sound design plans based on inputs from the creative leadership
	Manage sound design activities in line with production schedule and budget	<ul style="list-style-type: none"> • Provide time estimates for specific tasks for the sound team based on production timeline • Allocate work to junior team members based on skillsets and in alignment with project plan • Identify tools and pipeline requirements for allocated work • Ensure costs for audio production fall within budget

Sound Designer

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

SPECIALISATION: SYSTEM DESIGNER*

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Establish sound requirements / plans	<ul style="list-style-type: none"> • Gather and analyse the technical requirements of the project, considering factors such as venue size, acoustic characteristics, sound reinforcement needs, signal routing, and equipment specifications • Work closely with sound designers and other team members to understand the desired outcomes
	Select and configure system	<ul style="list-style-type: none"> • Identify and select appropriate audio systems, equipment, and technologies that align with the production's requirements and budget • Configure the systems to ensure compatibility and optimal performance, considering factors such as amplifiers, speakers, mixers, signal processors and networking solutions • Collaborate with technicians, engineers and other relevant professionals to integrate the selected audio systems into the production environment • Oversee the installation, wiring, connectivity and calibration of the systems to ensure proper functionality and seamless integration with other production elements

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	
Arrange and orchestrate		<ul style="list-style-type: none"> Arrange and orchestrate compositions for different instruments, including virtual instruments Make creative decisions about instrumentation, voicing, dynamics and textures to enhance the impact of the music

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

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

Set Designer

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

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

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

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 roles. They work closely with Costume Designers to create a look for each cast member that will visually support their roles 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"> • Research and brainstorm appropriate make-up and hairstyles for cast that will be effective in bringing production to life • Review and refine make-up and hairstyle ideas from junior team members • Create make-up and hairstyle plans in accordance with production vision, requirements, the nuances of the art form and costume plans • Outline make-up and hairstyle requirements for cast at each stage of the production • Present make-up and hairstyle ideas to creative leadership for review • Liaise with external vendors on construction and rental of wigs and hair pieces, together with any special make-up supplies or prosthetics
	Manage make-up and hair activities in line with production schedule	<ul style="list-style-type: none"> • Provide time estimates for specific tasks for the make-up and hair team based on production schedule • Allocate work to junior team members based on skillsets and in alignment with project plan • Ensure make-up and hairstyles construction, rental and purchases fall within budget
	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"> • Oversee delivery of make-up and hair sessions for the cast • Oversee inspection of designed wigs, hairpieces and make-up for alignment to the production specifications and propose revisions

Make-up and/or 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

Production Track

JOB ROLES

PRODUCTION ASSISTANT	PG 47
PRODUCTION MANAGER	PG 48 – 49
PRODUCER	PG 50 – 52
PRODUCTION COORDINATOR	PG 53 – 55
ASSISTANT STAGE MANAGER	PG 56 – 57
STAGE MANAGER	PG 58 – 59
COSTUME COORDINATOR	PG 60

Evelyn Chia

Production Manager



Evelyn Chia has extensive production experience in the technical theatre industry as a full-time employee, freelancer and co-founder of The Backstage Affair, which does production management and provides training for aspiring backstage professionals.

She started out as a stage manager with Drama Box and was a venue manager with the School of the Arts Singapore, where she was instrumental in the creation and operations of the school's performance spaces. As a production manager, she has worked locally in various productions with Esplanade, Singapore Repertory Theatre and W!LD Rice, as well as throughout Europe and Asia.

Could you describe your journey through the technical theatre industry? How transferable are the skill sets in your different job roles?

I started out with stage management and went on to production management (with arts groups and arts centres) and venue management. There are many similarities in these job roles.

Stage management focuses on the micro aspects of the show such as tracking technical cues, blocking notation of movement of the performance as well as coordinating actors and technical aspects. Production management is about the macro aspects of the show, such as hiring manpower and keeping within budget. Both roles enable the director and producers to translate their creative vision into reality.

Venue management involves working with production and technical teams, overseeing the front-of-house and venue sales department. My experience in production and stage management enables me to navigate managing costs efficiently with minimal impact to venue operations. I can also understand hirers' needs and provide effective solutions for them.

How would you describe the key duties of a production manager? What qualities are essential for the role?

To me, a production manager has three key responsibilities: to lead and inspire the team to fulfil the show's artistic vision, to pre-empt and solve problems, and to ensure that everything is at its most ideal where the creative team is concerned, while keeping within budget and schedule.

It is essential for them to be resourceful, organised, efficient and have good leadership, interpersonal and problem-solving skills.

Production managers also need to be transparent and have clear communication, especially when managing expectations given limited resources.

How important is it to upskill to stay relevant to the changing theatre scene? What are some new skill sets that you have picked up?

One needs a diverse skill set that combines technical knowledge, leadership abilities and strong organisational skills.

During the pandemic, I took up a Professional Diploma for Leadership & People Management to enhance my leadership and communication skills. As a training provider, I took up the WSQ Advanced Certificate in Learning and Performance to ensure we conduct on-the-job learning effectively and align to the industry's needs.

We also spend time researching online and catching up with industry practitioners, sharing our experiences and knowledge on latest technologies and working methodologies.

Could you share more about The Backstage Affair and the projects and clients you take on?

We started The Backstage Affair to make a career in the backstage scene more sustainable. We want to bridge the gap between education and vocation and create opportunities for aspiring young talents to carve out meaningful, sustainable and long-term careers in the arts and entertainment industries. We also want to support artists and performing arts companies and take their ideas from concept to reality by providing high-quality, professional backstage management services.

Our projects include theatre productions with local arts groups, entertainment companies like MediaCorp, as well as arts festivals such as Singapore International Festival of Arts, M1 Fringe Festival, etc. We also do project management for arts installations and show calling for corporate events.

What changes do you hope to see in your industry that can uplift the sector as a whole?

I hope to see practitioners more informed and to have access to upskill themselves. I also hope to build a healthy ecosystem to enable a longer lifespan in the various backstage professions.



Jeremiah Choy

Actor, Curator, Director and Producer

A trained lawyer who chose to pursue theatre and events full-time, Jeremiah Choy is a multi-hyphenate industry veteran. He has directed and produced theatre shows, concerts, arts festivals, and events in Singapore such as NS40/50/55, Sing50 and abroad such as Singapore Day and Spotlight Singapore in various cities.

He founded the Orangedot Group of Companies comprising Productions, Entertainment, Management and Talents. These four companies provide consultancy and stage productions, while looking after the needs of the people working in the industry. He was also the founding member and President of the Association of Singapore Actors.

Could you share about how you got involved in theatre and how you started producing?

My first professional theatre experience was acting in TheatreWorks' Beauty World in 1988. For the next decade, I worked as a lawyer and performed in two or three shows a year. In 1997, I had to take two months of no-pay leave to travel as an actor for Lear. However, my leave was rejected, so I decided to take a two-year sabbatical and do theatre full-time. 2 years became 26 years and we are still counting.

At that time, it was a real struggle. Most theatres were not professional yet. They paid you \$200 to \$600 for 3-6 months of work. It was not sustainable. So I started Orangedot Productions to produce a wide range of arts performances.

What are the important qualities of a successful producer?

I believe a producer is a people's person. The producer works with limited resources to ensure the production happens at all costs. They must be patient, prudent and practical. There will always be issues, but one must remain cool, calm and collected at all times. Ultimately, it is the producer's job to make sure that the director's creative vision is achieved in the best way possible.

There is a mantra that I have realised over the years which I practise: I don't produce the shows I direct and I don't direct the shows I produce. There are different considerations (especially those to do with aesthetics and money) that a producer and director may clash on.

As an industry veteran, what differences do you see between the older generation of producers and arts managers and the younger generation?

The older generation of producers and arts managers had to do things by trial and error. We did not have

courses or textbooks. The industry was young then, and so every production had different configurations.

Today, the profession has clearer pathways and models to follow. I teach a module called Creative Producing at Yong Siew Toh Conservatory of Music, where I take students through the process of conceptualising, planning and executing a production.

How important is upskilling and what new skill sets have you developed over the years?

Upskilling is important. Unfortunately, there are few courses out there for producers. You need to know the basics of handling timelines, raising money, applying for grants and so on; if you don't, you can either hire people or train for it yourself.

Knowing how to monetise your productions is an essential skill. Always apply the art of business in the business of the arts. Never go into a project that will lose money. I believe that the arts can be profitable if we set our mindsets to it.

How can producers have more sustainable careers?

It is all about career planning. Producing is not just a job if you plan it like a career, by treating every job as an opportunity to learn new skills and develop your portfolio.

Producing can be a very lonely job. Do not be afraid to reach out to your fellow producers or to people in the industry.

The only thing that can help you make a mark in this industry is your reputation and belief in your own work.

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

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
		Performing Arts Production Operations	Level 1	Collaboration
	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
	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 licences, 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 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"> • Create and manage production schedules based on, but not limited to, rehearsals, performances, bump in and teardown • Organise and lead production meetings • Hire and manage the technical teams, vendors and suppliers, and ensure technical elements of the production are completed safely and within timeline and budget • Ensure decisions made and exercised regarding all technical theatre elements are in accordance with health and safety legislation • Identify tools and pipeline requirements for allocated work • Conduct risk assessments • Manage, troubleshoot and problem solve situations
	Manage budgeting	<ul style="list-style-type: none"> • Communicate actively with the creative, technical and stage management teams to ensure aspects of production fall within the allocated budget
	Manage teams	<ul style="list-style-type: none"> • Manage effectiveness of teams • Monitor and forecast work allocations and staffing of the various teams
	Manage projects	<ul style="list-style-type: none"> • Drive projects to meet schedules, budget, manpower and technical quality targets • Work with technical and stage management teams to determine and resolve issues associated with production • Ensure project targets and requirements are completed on time • Conduct regular projects reviews to recommend schedule changes, costs, or resource adjustments

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

Producer

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

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 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 in the context of the venue, including lighting, sound, stage, multimedia and costumes. They are typically employed by the venue itself through 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">• Act as the main point of contact for clients, providing regular updates, managing expectations and ensuring that their needs are met• 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• Ensure clients are briefed on the venue's policies, procedures and technical capabilities• Manage client feedback and complaints, ensuring that they are resolved promptly and effectively• Provide first-line technical support to clients• Liaise with clients on technical and staffing needs for ancillary functions in the centre• Interpret and communicate technical needs to relevant technical teams

Production Coordinator

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

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

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

Stage Manager

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

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

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

Technical Track

JOB ROLES

GENERAL CREW	PG 64 – 65
SCENIC SUPERVISOR	PG 66 – 67
PROP SUPERVISOR	PG 68 – 69
WARDROBE SUPERVISOR	PG 70 – 71
MAKE-UP AND/OR HAIR ARTIST	PG 72
LIGHTING TECHNICIAN	PG 73 – 74
LIGHTING SPECIALIST	PG 75 – 78
SOUND TECHNICIAN	PG 79 – 80
SOUND SPECIALIST	PG 81 – 84
MULTIMEDIA TECHNICIAN	PG 85 – 86
MULTIMEDIA SPECIALIST	PG 87 – 88
STAGING TECHNICIAN	PG 89 – 90
STAGING SPECIALIST	PG 91 – 93
AUTOMATION TECHNICIAN	PG 94 – 95
AUTOMATION SPECIALIST	PG 96 – 97
HEAD OF (SPECIALISED) DEPARTMENT	PG 98 – 100
TECHNICAL MANAGER / DIRECTOR	PG 101 – 102

Huang Xiangbin

Technical Manager

While studying for a degree in electrical engineering 17 years ago, Huang Xiangbin was introduced to theatre by a university friend. Since then, he has carved a unique niche within technical theatre. He started out as an assistant stage manager but over time took on various roles such as lighting programmer and master electrician. Now, he works more as a technical manager and a lighting designer and coordinator with different companies, like Pandemonium, T:>Works and The Finger Players.

What drew you to theatre, and especially technical theatre, in the first place?

When I was in university, my friend had a contact who was looking for an assistant stage manager for a show, and they asked if I was free. The response I received when I enquired about the job scope was simply, "Just come." I enjoyed the process so much that after I graduated, I sent resumes around theatre companies looking for jobs in technical theatre. I ended up working first as an assistant stage manager and later as crew and then did technical set-up with venues and arts companies.

How useful was your degree in electrical engineering in your current work?

Due to my electrical engineering background, I am proficient in power-related calculations and can handle electronic equipment well. Because of this, I'm able to better plan, deploy and optimise items and equipment needed to meet the required specifications of the production.

How important are personal networks in this industry?

As this is a very relationship-driven industry, it is important to forge professional relationships so that we have access to work opportunities, as well as receive career guidance and support. I'm appreciative of mentor figures who have helped me along the way, including Roy Lee (Senior Manager, Marina Bay Sands), Kenny Wong

(Head, Technical Production at the Esplanade) and Cheng Heng Lee (Technical Manager, Resorts World Sentosa).

What are some emerging trends in technical theatre and how do you keep track of these developments?

Some advancements in technology that I have observed to be more prevalent include tracking technology that allows tagged performers to be "followed" automatically by lights and wireless systems that reduce interferences. LED technology has improved over the years, providing us with brighter LED lights, but these are less commonly used in Singapore due to lack of market maturity and budget constraints. It is crucial to keep up to date with these technologies by understanding how they work, and the hardware and software required.

What advice would you give to someone who aspires to have a career in technical theatre and production?

The reality of the industry is that income streams may not be regular, and you need to plan your finances carefully. In general, keep your eyes open, learn from positive and negative experiences, and avoid repeating mistakes. For those who might be new to the industry, the Skills Framework of Arts is a useful tool to understand potential pathways and career progression. In this way, we don't have to rely solely on networking and experimentation to figure out our next move.

Kenny Wong

Head of Technical Production at Esplanade
– Theatres on the Bay



Kenny Wong is currently Head of Technical Production at The Esplanade Co Ltd. He played a significant role in the pre-opening preparations for the Esplanade and was its first Production Manager. He worked on many productions locally and overseas. He also served as Technical Director for NDP 2010 & 2016, SEA Games 2015 Opening / Closing Ceremonies, the Singapore Bicentennial Experience in 2019 and the 2023 Olympic Esports Week.

Kenny Wong has also taught at various local institutions. He was also responsible for the development and management of Singapore's first degree programme in Technical Theatre and was the Programme Leader of the BA(Hons) Technical Theatre Arts course at LASALLE College of the Arts.

When you say you are a technical director of a production or a venue, what does the job entail?

The roles of a technical director for a production and a venue are quite different, though there are similarities in the required skills.

A technical director of a production differs from project to project. Generally, the job requires you to understand what the production wants to say and then help express that with all the technical theatre storytelling tools that the resources of the production allow. Very often, I facilitate the collaborative process between the members of the creative team, offering a macro view. I have a good enough understanding of how each design discipline works but not the nitty-gritty.

As the technical director of a venue, I'm also facilitating collaboration between the various disciplines — sound, lighting, staging, video and production. However, the end goal is not to tell a story, but to provide a well-equipped space for various productions to tell their stories. The job also has a facility management dimension, as I need to ensure that all the equipment in the venue is in good working condition and that there are people to operate it.

What do you think are the most important traits to succeed in a career in technical production?

Technical theatre practitioners need to be problem-solvers because the field is about finding creative solutions to artistic problems. They need to like what they are doing to tolerate the long and irregular hours. They also need to be independent and self-driven, as there is usually little or no direct supervision in a show.

Lastly, they need to have integrity, as they usually get a job because they either have a good reputation or come recommended by a fellow practitioner.

What do you think is needed to entice more people into this field and to make technical production more attractive as a career?

Superficially, I would say there needs to be more awareness of the industry and what kind of career it can offer. However, if we were to dig a little deeper, a lot more work is needed to develop an audience for shows, especially through arts education in our school curriculum. Audiences generate the demand for more productions, which then can support a larger and more developed industry.

I would say that the entire industry needs to be uplifted, rather than just one sector of the industry, because all the strands are intertwined. The arts will continue to require support from governmental and non-governmental sources, as well as from philanthropy and partnership with commercial entities.

On the training and education front, my hope is that there will be closer coordination and cooperation between institutions and ensuring that no skills and roles of the industry are left out.

From an employer's perspective, how useful is the Skills Framework for Arts (Technical Theatre and Production) for hiring and developing staff?

This framework is more inclusive and holistic. As an employer, it helps clarify roles and how they relate to one another, and it provides a very useful roadmap for staff development. If educational institutions align their training offerings to the framework, and employers organise themselves accordingly, then job-fit also becomes easier.

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

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

Scenic Supervisor

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
		Manage risk and safety

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

Prop Supervisor

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
		Manage risk and safety

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)

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

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

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 company, production company or directly for production.

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

Lighting Technician

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Digital Lighting for Production	Level 3	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 company, production company or directly for production.

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

Lighting Specialist

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

SPECIALISATION: LIGHTING PROGRAMMER

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

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

Lighting Specialist

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Digital Lighting for Production	Level 4	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 company, production company 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"> • Verify that sound equipment is setup according to required technical specifications and sound plans • Operate sound equipment during production runs, including setup and striking of equipment prior to production and dismantling following performances • Ensure sound equipment setup and strike is within protocols for quality and health and safety
	Perform sound production and editing	<ul style="list-style-type: none"> • Operate equipment to perform sound editing and process sound elements in the studio and/or during live performances / events • Support sound functions such as recording, sound reinforcement and sound mixing
	Maintain production equipment	<ul style="list-style-type: none"> • Perform sound and quality checks on sound equipment • Make necessary repairs or reports on faulty sound equipment
	Adhere to risk and safety measures	<ul style="list-style-type: none"> • Report potential hazards associated with the sound equipment used in a production • Execute risk assessment carried out by the Sound Specialist • Adhere to all safety regulations and standards set by the relevant authorities

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 company, production company 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">• Assess and evaluate the acoustic characteristics of the performance space including its size, shape, materials, and existing acoustic properties• 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• Verify that sound equipment is setup according to required technical specifications and sound plans• Provide guidance on setup of sound equipment before production runs or recording sessions• Provide supervision to ensure sound equipment setup is within risk and safety protocols• Ensure setup of sound equipment is in line with sound design plans and cues

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">• Execute sound functions such as recording and sound reinforcement in line with sound design plans and cues from creative designers and producers• Perform sound mixing to blend sound elements together for coherent and uniform sound quality• Make sound production and edit decisions based on creative briefs, providing technical inputs and making recommendations for improvement• Operate equipment to perform sound editing and process sound elements in studio and during live performances• Create and maintain sound libraries• Utilise software to make sound edits according to the sound design plan
	Maintain production equipment	<ul style="list-style-type: none">• Perform sound and quality checks on sound equipment• Make necessary repairs or reports on faulty sound equipment
	Manage sound storage and recordings	<ul style="list-style-type: none">• Judge the feedback of sound edits to maintain detailed records on quality and acceptability of sound production• Organise sound edits based on labelling structure• Prepare secure storage of recordings and back-up recordings• Transfer sound sources to appropriate format for digital storage• Conduct checks to ensure adherence to copyright clearances for sound materials use

Sound Specialist

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
	Manage risk and safety	

SPECIALISATION: SOUND OPERATOR

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
	Mixing audio	
Monitor and adjust audio levels		<ul style="list-style-type: none">• Continuously monitor and adjust audio levels throughout the performance to maintain consistent sound quality and prevent audio distortion• React promptly to changes in vocal or instrumental dynamics to maintain a smooth audio balance• Apply appropriate equalisation settings to enhance the clarity and tonal balance of different audio sources• Control and manipulate audio effects, such as reverb, delay and chorus, to create a desired ambience or special sound effects

Sound Specialist

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
	Infrastructure Support	Level 4	Digital Fluency	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 company, production company 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"> • Perform tests and checks on the quality of equipment and multimedia related output • Operate multimedia-related equipment during production runs • Collaborate with other stakeholders to ensure multimedia content is aligned and synchronised
	Setup and strike multimedia-related equipment	<ul style="list-style-type: none"> • Setup all multimedia-related equipment before production runs • Dismantle multimedia-related equipment • Ensure multimedia-related equipment setup and strike is within risk and safety protocols
	Maintain multimedia-related equipment	<ul style="list-style-type: none"> • Perform system checks on multimedia-related equipment • Report on faulty multimedia-related equipment
	Adhere to risk and safety measures	<ul style="list-style-type: none"> • Report potential hazards associated with the multimedia equipment used in a production • Execute risk assessment carried out by the Multimedia Specialist • Adhere to all safety regulations and standards set by the relevant authorities

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 company, production company or directly for production.

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

Multimedia Specialist

SPECIALISATION: NETWORK ENGINEER

CRITICAL WORK FUNCTIONS AND KEY TASKS	CRITICAL WORK FUNCTIONS	KEY TASKS
		Configure and manage networked multimedia equipment

SKILLS & COMPETENCIES	TECHNICAL SKILLS AND COMPETENCIES		CRITICAL CORE SKILLS (TOP 5)	
		Camera Operations for Live Shows*	Level 4	Communication
	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
	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 arise. 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 company, production company 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"> • Load and strike equipment for performance, including setting-up and breaking down rigging, staging and special effect equipment • Operate rigging and motor control boards during performance and rehearsal • Rig rigging and staging equipment • Follow health and safety regulations during the setup, operation and striking of technical equipment
	Assist in maintenance of technical equipment and systems	<ul style="list-style-type: none"> • Perform routine maintenance of technical equipment • Conduct maintenance to maintain and repair equipment as needed • Follow the maintenance schedule outlined for technical equipment • Identify signs of equipment malfunctions or signal problems
	Manage inventory and serviceability of props and set dressings	<ul style="list-style-type: none"> • Conduct regular inventory checks to ensure items are in good condition and available for use • Report any damage or missing items to relevant stakeholders for repair or replacement • Assist with the preparation and organisation of props and set pieces for rehearsal and performances
	Adhere to risk and safety measures	<ul style="list-style-type: none"> • Report potential hazards associated with the staging equipment used in a production • Execute risk assessment carried out by the Staging Specialist • Adhere to all safety regulations and standards set by the relevant authorities

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 / Signaller	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 company, production company or directly for production.

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

Staging Specialist

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

SPECIALISATION: RIGGER

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

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 company, production company or directly for production.

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

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 programme 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 company, production company or directly for production.

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

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 ensure good housekeeping practices. They maintain an inventory of consumable items. They make sure 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 teams 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"> • 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 • Allocate work to junior team members based on skillsets and in alignment with a project plan • Ensure that the team is staffed appropriately, that team members have the necessary skills and training, and that they are motivated and engaged • Communicate with relevant stakeholders on the necessary equipment • Ensure that the personnel to operate the equipment are present • Provide support for all rehearsal and technical requirements
	Plan asset development	<ul style="list-style-type: none"> • Develop a comprehensive inventory of equipment and resources owned by the team, including information such as age, condition, maintenance history, and replacement schedule • Build relationships with equipment vendors to stay up-to-date on new equipment and technology trends, negotiate pricing, and ensure timely delivery of equipment • Provide time estimates for specific tasks for the staging teams based on a production timeline • Identify tools and pipeline requirements for allocated work

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"> • Supervise moving, storage and the striking of technical logistics • Enforce routine checks on logistics and any repairs if necessary • Keep track of all technical logistics in storage • Ensure stored logistics are organised in a safe manner
	Supervise installation of technical elements on stage	<ul style="list-style-type: none"> • Ensure installation of stage elements including automation systems are within the scheduled timeline • Oversee all staging installations and ensure they follow the creative design plans • Ensure all risk and safety procedures are followed during the installation of staging equipment
	Manage risk and safety	<ul style="list-style-type: none"> • Develop and implement safety policies and procedures • 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 • Maintain detailed records of all safety inspections, training sessions and incidents, as well as any corrective actions taken to address safety issues • 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 • Ensure that the team complies with all local safety regulations and standards, and that all necessary permits and licenses are obtained and maintained • Investigate any safety incidents that occur within the team and report them to the appropriate authorities as required by law

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"> • Ensure clear communications across all teams of the production or organisation • Provide line management to the technical team and lead recruitment and training • Provide technical support, guidance and supervision • Ensure the successful presentation of a production
	Plan asset development policy	<ul style="list-style-type: none"> • Provide time estimates for specific tasks for the technical teams based on a production timeline • Identify tools and pipeline requirements for allocated work • Ensure procurement or operations of technical teams are within the allocated budget • Research and evaluate new technologies and equipment to ensure that the theatre remains competitive and up-to-date with industry standards • 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
	Oversee legal compliance	<ul style="list-style-type: none"> • Ensure legal compliance with laws regarding all technical operations and procedures

Technical Manager / Director

CRITICAL WORK FUNCTIONS AND KEY TASKS (CONTINUED)	CRITICAL WORK FUNCTIONS	KEY TASKS
		Manage risk and safety

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	Business Negotiation	Conduct negotiations to establish win-win outcomes for the organisation			●	●	●	●
	Contract Vendor Management	Manage relationships with cast, crew, vendors and clients by establishing formal contracts and evaluating performance against established expectations		●	●	●	●	
	Crew Selection	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			●	●	●	
	Fundraising and Sponsorship	Secure financial means and strategic partnerships to support content production operations				●	●	●
	Integrated Marketing	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			●	●	●	
	Legal and Compliance Management	Manage the adherence to applicable legislations and compliance standards			●	●	●	
	Market Evaluation	Determine the viability of entering new markets, and develop adaptation strategies to customise products and services for the markets			●	●	●	
	Market Intelligence	Implement market intelligence systems for the systematic collection and analysis of information about the market and trends in order to build competitive advantages			●	●	●	
	Project Management	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			●	●	●	●
	Public Relations Management	Formulate and oversee organisations' public relations (PR) strategies and plans		●	●	●	●	
	Risk Assessment for Production	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	●	●	●	●		
	Sustainability Management	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				●	●	●
	Workplace Safety and Health	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 the organisation's ability to respond to internal and external opportunities by using creativity to introduce new ideas, processes and products			●	●	●	●
	Visual Style Development	Define a 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	●	●	●	●		
Media	Camera Operations for Live Shows	Manage the set-up and operations of various types of cameras, lenses and camera accessories for the production of video content in live shows	●	●	●	●		
	Content Creation	Analysing requirements to identify multimedia content needs and determining the type of content to be created or acquired			●	●		
	Digital and Interactive Design	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			●	●	●	

Technical Skills and Competencies (TSCs)

TSC Category	TSC Title	TSC Description	Proficiency Levels						
			1	2	3	4	5	6	
Media	Immersive Video Editing for Performing Arts	Edit captured immersive footage into coherent and seamless immersive videos to deliver an immersive audience experience using principles of storytelling and photography		●	●	●			
	Infrastructure Deployment	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	●	●	●	●			
	Infrastructure Design	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	●	●	●	●			
	Infrastructure Support	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	●	●	●	●			
	Media File Formats Conformation	Conform footage from original source and fine-tune details to enhance the overall quality of the images, colours and sounds			●	●			
	Multi-Camera Operations for Live Shows	Manage the set-up and operations of multiple cameras for video content in live shows		●	●	●			
	Multimedia Design	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		●	●	●	●		
	Multimedia Operations	Manage the set-up and operations of multimedia equipment during productions	●	●	●	●			
	Network Configuration	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		●	●	●			
	Video Editing	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		●	●	●			
Vision Mixing	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		●	●	●				

Technical Skills and Competencies (TSCs)

TSC Category	TSC Title	TSC Description	Proficiency Levels					
			1	2	3	4	5	6
Production	Performing Arts Production Operations	Manage the coordination and execution of production operations	●	●	●	●		
	Procurement for Production Operations	Manage the procurement of resources and services from external vendors to meet the production needs		●	●	●	●	
	Production Budget Management	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			●	●	●	●
	Production Design	Research, conceptualise and execute the creative vision of productions			●	●	●	
	Production Planning and Scheduling	Develop production plans and schedules for production operations by breaking down the production concept into a sequence of activities		●	●	●		
	Production Quality Management	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		●	●	●		
	Rehearsal Management	Organize and facilitate the rehearsal process to ensure all details prior performance are adequately prepared and coordinated	●	●	●	●	●	
Set and Props	Prop Design	Develop props to support the creative direction of the production sets	●	●	●			
	Props Management	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.	●	●	●	●		
	Set Construction	Manage the construction of full-scale sceneries and props based on set design plans	●	●	●	●		
	Set Design	Research, conceptualise and execute visual concepts of the set to support creative direction of productions			●	●	●	
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"> Synthesise knowledge issues in a field of work and the interface between different fields, and create new forms of knowledge Employ advanced skills, to solve critical problems and formulate new structures, and/or to redefine existing knowledge or professional practice Demonstrate exemplary ability to innovate, and formulate new ideas and structures
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"> Evaluate factual and advanced conceptual knowledge within a field of work, involving critical understanding of theories and principles 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 specialized field of work Manage and drive complex work activities
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"> Evaluate and develop factual and conceptual knowledge within a field of work Select and apply a range of cognitive and technical skills to solve non-routine / abstract problems Manage work activities which may be unpredictable Facilitate the implementation of innovation
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"> Apply relevant procedural and conceptual knowledge and skills to perform differentiated work activities and manage changes Able to collaborate with others to identify value-adding opportunities
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"> Understand and apply factual and procedural knowledge in a field of work Apply basic cognitive and technical skills to carry out defined tasks and to solve routine problems using simple procedures and tools Present ideas and improve work
1	Work under direct supervision Accountable for tasks assigned	Minimal discretion required. Expected to seek guidance.	Routine	<ul style="list-style-type: none"> Recall factual and procedural knowledge Apply basic skills to carry out defined tasks Identify opportunities for minor adjustments to work tasks

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
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 (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)	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	<ul style="list-style-type: none"> Synthesise breadth and depth of knowledge to influence thinking, present new ideas and push boundaries Drive innovative and solution development to address complex issues or problems Role model the competency across complex, varied situations 	Direct, Evaluate, Assess, Guide, Formulate, Drive, Design, Synchronise, Establish, Lead
Intermediate	Work under broad direction Accountable for performances of self and others	Exercise judgement Adapt and influence stakeholders to achieve work performance	Less Routine	<ul style="list-style-type: none"> Evaluate diverse information and demonstrate advanced knowledge within a broad work area Facilitate the implementation of innovation and integrate ideas to solve less routine problems Share knowledge, guiding others where required 	Plan, Develop, Monitor, Analyse, Review, Implement, Recommend
Basic	Work under supervision and guidance Accountable for a set of broader tasks or performance or self	Use limited discretion to respond to issues Work with others to contribute to work performance	Routine	<ul style="list-style-type: none"> Apply understanding and knowledge when performing differentiated work activities Follow instructions and guidelines to carry out activities and solve routine problems 	Consolidate, Conduct, Collate, Operate, Support, Prepare, Perform, Deploy

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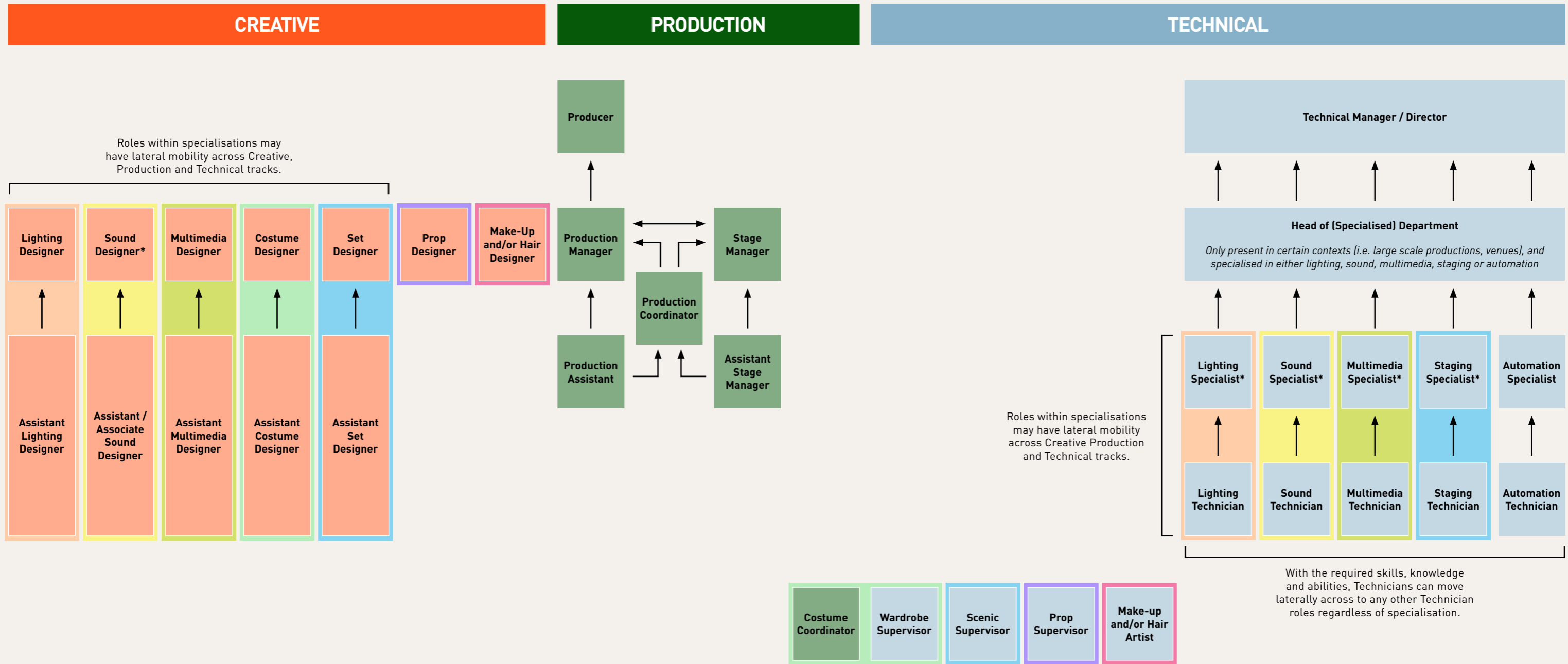
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SKILLS FRAMEWORK FOR ARTS (TECHNICAL THEATRE & PRODUCTION)

Career Map



Legend

↑ Denotes vertical movement up the Career Pathway

→ Denotes lateral movements between job roles in a single direction

↔ Denotes bi-directional lateral movements between job roles

Lighting Specialisation
 Sound Specialisation
 Multimedia Specialisation
 Costume Specialisation

Staging Specialisation
 Props Specialisation
 Make-up and Hair Specialisation

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 performed by professionals focusing in these unique areas.

The Career Map serves as a reference to reflect the available job roles and possible career pathways in the Arts (Technical Theatre & Production) sector, which may vary depending on each organisation's structure and business context. The career progression pathways would depend on individual performance, capability, experience, aspiration, as well as company needs.



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