

Overview

This Standard is about managing your own work on productions so that you work in a productive way. This includes understanding your role on each production and how it relates to others, producing work of the expected quality, complying with confidentiality and data security requirements and responding positively to changing requirements and circumstances.

This Standard could apply to anybody working on productions.

Performance criteria

You must be able to:

1. make sure you work to the brief and to meet expected quality standards
2. manage your own time so that your work is delivered on schedule
3. exchange information about your work with people who need to know at appropriate times
4. seek help or advice from appropriate people when limitations in your knowledge or expertise will impact on schedule, budget or quality
5. use reliable information to interpret problems and find solutions to best achieve desired outputs
6. use feedback in a constructive way to revise work when required
7. maintain confidentiality about specific productions in line with company and production requirements
8. identify when changes requested by others will have an adverse effect on budget, timescales, end result or other parts of the work and communicate this in an appropriate manner
9. maintain security of files and other material in line with company requirements
10. provide work to others in appropriate formats for productions and companies in which you are working
11. keep up to date with emerging practice and changes in software and associated technology using information from reliable sources
12. seek out learning and networking opportunities that will be beneficial to you

Knowledge and understanding

You need to know and understand:

1. the workflow and how your role and the roles of others in production and post production fit into it
2. how your role and responsibilities may need to change to handle the different requirements of different productions
3. the implications of your decisions on the budgets and resources with which you are involved
4. the brief for each production and how to interpret requirements and parameters
5. how and when to ask questions to improve your practice
6. how to react appropriately and deal with feedback, criticism and additional requests
7. how to adapt workflow and plan solutions to deal with the unexpected
8. how to work as part of a team
9. the benefits of reusing or adapting previous ideas or work
10. how to manage media, meta data and codes
11. company systems for storage, back up and security
12. who to ask for help
13. how to use online resources to learn tips and find out what others are doing
14. how to constructively query and challenge others' decisions and when it is appropriate to do so
15. the limitations of the software you use both in what you do and where you can work
16. available networking and learning opportunities and how to access them
17. why it is important to remain flexible, adaptable and positive to new directions, creative requirements and technical developments

Manage your own work on productions

Developed by Creative Skillset

Version Number 1

Date Approved January 2017

Indicative Review Date January 2020

Validity Current

Status Original

Originating Organisation Creative Skillset

Original URN SKSPP05

Relevant Occupations Post Production Professionals

Suite Post Production

Keywords post production; production; film; tv
