SKSCMGS15

Organise, store and retrieve assets, data and information in the creative industries

Overview

This standard is about your ability to process, organise, store safely and retrieve assets and information used within creative media projects. The assets and information may be needed for the current project or archived from past projects.

Assets may include physical assets, such as such as lighting, rigging and camera equipment, tools and materials, props, sets, stop motion character models, original drawings, printouts, external hard drives or older tapes.

Data may include digital assets such as digital folders with file versions of artwork and backups, video footage, or soundtracks.

Information may include project briefs, script, scenario, treatment, storyboard or animatic, soundtrack; production related documentation, such as specification, plans and schedules, budget, accounts; or technical documentation such as animation time lines (e.g. dope, exposure, bar sheets).

This standard could be used in all roles in the screen industries and also applies to wider creative industry roles for example theatre, live events, cultural heritage and design occupations.

Performance criteria

You must be able to:

1. identify the assets, data and information you are responsible for and when they will be required
2. identify which systems are in place, and where and how you will store the assets, data and information safely and securely
3. where required establish a system to store and retrieve relevant assets, data and information
4. keep assets, data and information safe and secure, using the storage system you have identified
5. organise and maintain records to show what assets, data and information have been stored and where
6. create new records or files when required
7. retrieve assets, data and information from storage to meet production demands
8. return to storage as required and confirm digital assets are backed up
9. record when assets, data or information have been removed and who has taken them
10. report any problems with the storage system or opportunities to improve it
11. treat confidential information and data in line with legislation, organisational and data protection requirements

Knowledge and understanding

You need to know and understand:

1. the assets, data and information for which you are responsible and its use for the production
2. the types of assets, data and information required for current or future projects, when they are likely to be required and by whom
3. how rights and responsibilities may change depending on who has legal ownership of the assets, data and information (e.g. when assets are borrowed, hired or purchased)
4. the methods for storing different types of assets, data and information
5. why it is important not to lose or damage assets, data and information
6. what risks or harm may come to assets, data and information and how to protect them, such as breakage, fire, theft, power failure, computer viruses or environmental factors (e.g. heat, water)
7. the procedures for setting up and maintaining systems where none exist
8. why it is important for your department to have a filing and record keeping system and what would happen if it did not
9. different types of filing indexes and how to use them
10. why it is important to find and return assets, data and information without delay
11. the importance of maintaining data security (e.g. backups, version control, data protection, passwords and fire walls) and following your organisation's guidelines and file structures
12. types of confidential data and information and how to deal with these correctly
13. the importance of storing notes with regard to continuity
14. legal requirements for storing data and information and compliance with data protection

SKSCMGS15

Organise, store and retrieve assets, data and information in the creative industries

Developed by	ScreenSkills
Version Number	3
Date Approved	31 Mar 2024
Indicative Review Date	31 Mar 2027
Validity	Current
Status	Original
Originating Organisation	ScreenSkills
Original URN	SKSGS15
Relevant Occupations	Arts, Media and Publishing, Crafts, Creative Arts and Design, Design Associate Professionals, Marketing Associate Professionals, Media and Communication, Media Associate Professionals, Performing Arts, Technical Services and Distribution (Film & TV), Post Production Professionals, Sound Production Professionals (Film & TV), Animation Professionals, Physical Special Effects Professionals, Technical support roles for Sound Recording and Music Technology, Digital Marketing Occupations, Interactive Media Professionals, Games Professionals
Suite	Creative Media Generic Skills, Sound Recording and Music Technology
Keywords	organise; store; retrieve; data; assets; information; creative industries;