

40771 Prepare to work as a production manager on a screen production

Kaupae Level	6
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is for people wanting to gain employment as a production manager on a screen production in Aotearoa New Zealand.</p> <p>People with this standard will have the skills and knowledge necessary to manage the budgeting, scheduling and logistics on a screen production.</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Prepare for production management on a screen production.	a. Complete a production department roles and responsibilities workflow.
	b. Examine implications of rules and guidelines as they relate to cast and crew.
	c. Describe the responsibilities of a production manager for handling health and safety incidents on a screen production.
	d. Explain the responsibility of the production manager for monitoring and maintaining the production budget.
	e. Analyse the distribution workflow from on-set media acquisition through to post-production, identifying roles, responsibilities, and key data handling procedures.
2. Complete production documentation required for a screen production.	a. Complete a crew contract, equipment rental package and individual performance agreement.
	b. Generate an additional crew and equipment spreadsheet based on a provided shooting schedule.
	c. Complete an insurance claim form for broken equipment.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Learners must have a minimum of five years' experience in the production department on multiple screen productions.

This standard can be delivered and assessed in a workplace or a non-work environment, e.g. classroom or workshop.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Role of Production Manager.
- Structure, relationships and roles within the department.
- Departmental workflow and delegation.
- Management and communication skills.
- Relationships -Producer, Line Producer, Production manager, Production Accountant (triangle of trust), other departments.
- Local knowledge.
- Cast – Individual Performance Agreements (IPAs), communications and liaison with external parties (agents, managers, intimacy coordinator).
- Budget – maintaining, overtime tracking, troubleshooting, cost reporting.
- Negotiating – crew deals, equipment packages.
- Crew – contracts and paperwork, additional crew, equipment requirements.
- Rules and guidelines for daily operations: blue book, unions, health and safety risk assessments, legislation (screen workers act), equity New Zealand, working with children.
- Approvals – production documentation, callsheets, production purchase orders.
- Insurance – arranging policies, claims.
- Liaison with postproduction.
- Health and safety – working with safety officer, incident reports.
- Troubleshooting and problem solving.

Rauemi | Resources

- Examples of documentation and forms.
- Equity resources available from <https://equity.org.nz/resources/>.
- Health and Safety at Work Act 2015 available from <https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>.
- Screen Industry Workers Act 2022 available from <https://www.legislation.govt.nz/act/public/2022/0052/latest/LMS230343.html>.

- The Screen Guild Blue Book available from <https://www.screenguild.co.nz/crew-zone/resources/the-blue-book-2023>.
- Children's Act 2014 available from <https://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501674.html>.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toi Mai Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Arts and Crafts > Screen > Screen Industry Skills
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0099

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	24 July 2025	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2030		

Please contact Toi Mai Workforce Development Council at qualifications@toimai.nz to suggest changes to the content of this skill standard.