

40772 Work as a production manager on a screen production

Kaupae Level	6
Whiwhinga Credit	20
Whāinga Purpose	<p>This skill standard is for people wanting to gain practical experience in production management on a New Zealand screen production.</p> <p>People who have completed this standard will have the skills and knowledge necessary to manage production budgeting, scheduling, logistics, documentation, and team coordination across all phases of a screen production. They will be able to negotiate contracts, oversee spending, manage crew and equipment requirements, and ensure compliance with industry, legal, and safety standards.</p>

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

Hua o te ako Learning outcomes	Pae3aru aromatawai Assessment criteria
1. Manage the daily operations of the production department across all phases of production.	a. Collaborate with heads of department to manage departmental daily delegation and workflow from preproduction to wrap.
	b. Monitor and adjust team operations in response to production changes.
2. Oversee production documentation and approvals to support efficient and compliant workflows.	a. Approve production documentation, including call sheets and movement orders.
	b. Approve purchase orders in accordance with the production budget and policies.
	c. Liaise with postproduction and external departments to ensure continuity and compliance.
3. Coordinate contracts, negotiations, and resourcing for crew and equipment.	a. Negotiate and generate contracts for casual crew and external suppliers.
	b. Negotiate and document equipment hire packages based on production needs.
	c. Identify additional crew and equipment requirements and escalate as needed.

Hua o te ako Learning outcomes	Pae3aru aromatawai Assessment criteria
4. Manage budgets, cost reporting, and problem-solving responsibilities.	a. Monitor spending across departments and report to the line producer and production accountant.
	b. Track overtime, troubleshoot issues, and contribute to cost reporting processes.
	c. Demonstrate problem-solving strategies in response to production-related challenges.

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.

It is recommended learners have completed skill standard 40771 *Prepare to work as a production manager on a screen production* or have equivalent knowledge and skills, prior to starting this standard.

Evidence for achievement of this standard must be collected on a real screen production and may include naturally occurring evidence. Assessment methods may include observation and verification.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- 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 and equipment requirements.
- Approvals – production documentation, callsheets, production purchase orders.
- Insurance – arranging policies, claims.
- Liaison with postproduction.
- Health and safety – working with safety officer, incident reports.

Rauemi | Resources

- 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.