

# CHART OF COMPETENCIES

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## PRODUCERS FILM AND TELEVISION

You should find everything you do somewhere on the Competency Chart, but you will not necessarily do everything identified on the Chart.



Cultural Human Resources Council



Conseil des ressources humaines du secteur culturel

Cultural Human Resources Council  
17 York Street, #201, Ottawa, ON K1N 9J6  
Telephone: (613) 562-1535  
Fax: (613) 562-2982  
[www.culturalhrc.ca](http://www.culturalhrc.ca)



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The Cultural Human Resources Council ([www.culturalhrc.ca](http://www.culturalhrc.ca)) strives to be at the centre of vision and forward thinking in the area of cultural human resources development. CHRC brings together representatives of arts disciplines and cultural industries in the cultural sector to address the training and career development needs of cultural workers — artists, creators, technical staff, managers and all others engaged professionally in the sector, including the self-employed.

CHRC's initiatives on behalf of and in collaboration with the film and television industry include developing *Fast Forward*, a national training strategy for the industry, and establishing a National Training Advisory Council (NTAC) to oversee the implementation of the *Fast Forward* recommendations. CHRC has also undertaken occupational analyses for certain key occupations in the film and television industry including one for **Film and Television Producers**. The others are Documentary Filmmakers, Film and Television Directors and Production Managers.

This Chart of Competencies identifies the combined competencies that make up the work of a Film and Television Producer; it was compiled by a group of expert practicing professional film and television producers from across Canada. It is to be used in conjunction with CHRC's *Competency Profile for Film and Television Producers*. The Competency Chart and Profile can be used by individuals to evaluate their own skills and to determine areas where they should pursue additional training. On a corporate level, this material can be applied in defining job profiles, developing competency-based professional development programs, negotiating and customizing training programs, developing career planning programs, recruitment profiles and individual position descriptions.

The opinions and interpretations in this publication are those of the authors and do not necessarily reflect those of the Cultural Human Resources Council and the Government of Canada.

# A Film and TV Producer must be able to...

## PROFESSIONAL COMPETENCIES:

### A. DEVELOP PROPERTIES

- 1. Identify potential market needs
- 2. Create content
- 3. Assess proposals
- 4. Execute due diligence
- 5. Drive creative process
- 6. Create exploitation strategy
- 7. Establish technical protocol
- 8. Set project timeline

### B. SECURE FINANCING

- 1. Sell an idea
- 2. Prepare a budget
- 3. Attach marketable talent
- 4. Assemble creative and financial package documents
- 5. Submit applications for funding
- 6. Create detailed cash flow
- 7. Lock in financing
- 8. Negotiate ancillary revenue opportunities
- 9. Create partnerships (coproductions, coventures, etc.)
- 10. Secure eligibility certification

### C. ASSEMBLE PRODUCTION TEAM

- 1. Attract talent
- 2. Evaluate project needs
- 3. Scout talent
- 4. Select team members
- 5. Hire/fire production team members

### D. MANAGE PRODUCTION PROCESS

- 1. Organize work flow and responsibilities
- 2. Create a schedule
- 3. Control execution of technical protocol
- 4. Monitor progress
- 5. Maintain creative environment
- 6. Manage expectations
- 7. Manage crises
- 8. Mediate conflicts

### E. MANAGE CONTRACTS

- 1. Negotiate contracts
- 2. Incorporate a company
- 3. Manage partnership agreements
- 4. Manage intellectual property agreements
- 5. Manage license agreements
- 6. Manage co-production agreements
- 7. Manage options agreements
- 8. Manage sponsorship agreements
- 9. Manage related party agreements
- 10. Manage Internet rights
- 11. Manage distribution agreements
- 12. Manage equity agreements
- 13. Manage bridge / gap financing agreements
- 14. Manage interim financing agreements
- 15. Manage insurance agreements
- 16. Manage bonder agreements
- 17. Manage talent agreements
- 18. Manage crew agreements
- 19. Manage equipment agreements
- 20. Manage location agreements
- 21. Manage facility agreements
- 22. Manage release agreements
- 23. Manage postproduction agreements
- 24. Manage archives agreements
- 25. Manage music agreements
- 26. Manage ancillary agreements
- 27. Manage clearance agreements

### F. MANAGE FINANCES

- 1. Establish / maintain accounting system
- 2. Track costs
- 3. Manage risks
- 4. Take advantage of tax incentives / rebates

### G. PROMOTE PROPERTY

- 1. Develop / execute media strategy
- 2. Nurture media contacts
- 3. Create / approve promotional materials
- 4. Promote through strategic partnerships

### H. EXPLOIT PROPERTY

- 1. Develop an exploitation strategy
- 2. Participate in industry market events
- 3. Execute exploitation strategy

### I. ESTABLISH / MAINTAIN INDUSTRY RELATIONS

- 1. Subscribe to industry publications
- 2. Participate in industry associations
- 3. Network through industry events
- 4. Cultivate strategic relationships

### J. RUN A PRODUCTION COMPANY

- 1. Develop a corporate vision
- 2. Develop a corporate plan
- 3. Establish / maintain company brand
- 4. Establish / maintain corporate policies
- 5. Manage overhead
- 6. Establish / maintain a network of professional service providers
- 7. Maximize corporate assets
- 8. Develop / maintain exit strategy

## GENERAL COMPETENCIES:

### K. DEMONSTRATE COMMUNICATION AND INTERPERSONAL COMPETENCIES

- 1. Speak in an effective manner
- 2. Write in an effective manner
- 3. Exercise leadership
- 4. Persuade
- 5. Motivate
- 6. Project confidence
- 7. Project competence
- 8. Conduct meetings
- 9. Read people
- 10. Collaborate
- 11. Negotiate
- 12. Mediate
- 13. Establish trust

### L. DEMONSTRATE PERSONAL SKILLS

- 1. "Have passion"
- 2. Demonstrate strategic thinking
- 3. Make decisions
- 4. Multi-task
- 5. Take calculated risks
- 6. Exercise flexibility
- 7. Demonstrate creativity
- 8. Exercise resourcefulness
- 9. Take ownership
- 10. Delegate
- 11. Demonstrate ambition
- 12. Exercise common sense
- 13. Exercise tenacity and perseverance
- 14. Stay current
- 15. Demonstrate analytical skills
- 16. Exercise intuition
- 17. Solve problems
- 18. Demonstrate integrity
- 19. Demonstrate time management skills

The tasks linked to the competencies must conform to applicable laws, regulations and standards.