



**Australian Government**

# **CUASMT401 Assist in stage managing performances**

**Release: 2**

## CUASMT401 Assist in stage managing performances

### Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated assessment conditions section. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

### Application

This unit describes the performance outcomes, skills and knowledge required to undertake a wide range of administrative and organisational tasks associated with assisting backstage operations for productions in the entertainment and events industries.

Individuals who apply these skills work autonomously in a team environment as they share responsibility for ensuring that all logistical aspects of performances run smoothly.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Media and entertainment production - stage management

### Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Assist with bump in and preparation of venues	1.1 In consultation with relevant personnel, update production documentation after final rehearsal room run 1.2 Prior to first public performance, create and affix audience advisory signage as required 1.3 Assist with transfer to stage of spike marks for scenic elements and furniture 1.4 Set up cast and backstage areas, display production information

	<p>on company noticeboard, and organise sign-in sheets</p> <p>1.5 Participate in plotting sessions, including set changes and 'walking in' place of performers, for the purpose of plotting lighting</p> <p>1.6 Ensure entrances and exits from stage are unobstructed</p> <p>1.7 Mark level changes on and off set to assist performers to safely navigate away from drop-offs and potential trip hazards</p> <p>1.8 Assist with safety briefing and backstage orientation for performers and crew</p> <p>1.9 Monitor preparations and anticipate and resolve problems that could disrupt performances</p>
2 Assist with technical and dress rehearsals	<p>2.1 Provide crew with documentation from rehearsal for input by them during technical and dress rehearsals</p> <p>2.2 Assist with safety rehearsals and integration of technical elements into potentially hazardous sequences</p> <p>2.3 Follow own setting and running documentation from rehearsal, and adjust to incorporate additional responsibilities</p> <p>2.4 Facilitate communication between stage manager and those personnel without communications equipment</p> <p>2.5 Provide assistance to stage manager, creative personnel and others as required</p> <p>2.6 Following rehearsals, take and put into action notes from stage manager, director or other personnel regarding additional responsibilities and ways to improve own performance</p> <p>2.7 Develop own set-up, performance and post-show routine, as well as supporting documentation relating to experience with technical and dress rehearsals</p>
3. Assist with performances	<p>3.1 Assist with on-stage and backstage pre-set of performance elements as required</p> <p>3.2 Prepare consumable props in line with production requirements</p> <p>3.3 Collect and secure valuables and distribute personal props</p> <p>3.4 Provide stage management assistance during performances</p> <p>3.5 Use initiative within scope of job to deal effectively with unforeseen occurrences</p> <p>3.6 After performances, strike and secure valuable props and weapons, collect personal props, and return valuables to cast members as required</p> <p>3.7 Assist with cleaning and maintaining stage and backstage areas</p>

	<p>3.8 Contribute to performance reports and distribute them promptly with other information to relevant personnel</p> <p>3.9 Build trust and respect through effective use of communication skills</p>
4. Assist with bump out of productions	<p>4.1 Assist with packing props and other materials and equipment for move to storage, tour or disposal</p> <p>4.2 Organise the return of borrowed and hired items according to loan agreements</p> <p>4.3 Assist with cleaning and returning stage, backstage and green room areas to original condition</p> <p>4.4 Remove front of house advisory signage, posters and other material as required</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Learning	2.6	<ul style="list-style-type: none"> <li>Interprets information from colleagues to improve own performance</li> </ul>
Reading	1.1, 2.6, 3.2, 3.8, 4.2	<ul style="list-style-type: none"> <li>Obtains information from a range of written sources</li> </ul>
Writing	1.1, 1.2, 2.6, 2.7, 3.8	<ul style="list-style-type: none"> <li>Develops and updates production reference documents and signage</li> </ul>
Oral communication	1.1, 1.5, 1.8, 2.1, 2.2, 2.4, 2.5, 3.3, 3.5, 3.6, 3.8, 3.9, 4.1, 4.2, 4.3	<ul style="list-style-type: none"> <li>Obtains information by listening and questioning</li> <li>Seeks the views and opinions of others</li> <li>Discusses ideas and solutions</li> <li>Uses clear language to contribute information and express requirements</li> </ul>
Navigate the world of work	1.1, 1.4, 1.6, 1.7, 2.2, 3.2, 3.5, 3.6, 4.2	<ul style="list-style-type: none"> <li>Takes responsibility for decisions about when and how to complete tasks and coordinate with others</li> <li>Takes responsibility for meeting work health and safety requirements in relation to stage management duties within scope of own role</li> <li>Applies organisational procedures and meets</li> </ul>

		expectations associated with own role
Interact with others	1.1, 1.5, 1.8, 2.1, 2.2, 2.4, 2.5, 3.3, 3.5, 3.6, 3.8, 3.9, 4.1, 4.2, 4.3	<ul style="list-style-type: none"> <li>• Shares information and resources and offers assistance</li> <li>• Takes responsibility for meeting commitments to others</li> <li>• Collaborates with creative and technical personnel to achieve joint outcomes, playing an active role in facilitating effective group interaction</li> </ul>
Get the work done	1.1, 1.2, 1.3, 1.4,1.5, 1.6, 1.7, 1.8, 1.9, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 3.1, 3.2, 3.3, 3.5, 3.6, 3.7, 3.8, 4.1, 4.2, 4.3, 4.4	<ul style="list-style-type: none"> <li>• Plans and undertakes all stage management tasks for performances in a logical sequence</li> <li>• Manages time efficiently</li> <li>• Recognises and takes responsibility for addressing predictable, and some less predictable, problems that could disrupt operations</li> <li>• Responds to problems requiring immediate attention, drawing on past experience to devise solutions</li> <li>• Applies knowledge of technical equipment operation to stage management duties</li> <li>• Distributes information electronically</li> <li>• Uses standard word processing and spreadsheet applications to prepare workplace documentation</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASMT401 Assist in stage managing performances (Release 2)	CUASMT401 Assist in stage managing performances (Release 1)	Updated assessment conditions section. Updated modification history section to reflect changed name of training package.	Equivalent unit

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>