



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUESMT05B Stage manage the production/event**

**Release: 1**

## **CUESMT05B Stage manage the production/event**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit describes the skills and knowledge required to co-ordinate all back-of-house services during the delivery of a live production/event. The unit focuses on back-of-house set-up just prior to the production/event and the delivery of the actual performance. It does not focus on longer term planning issues. Stage management of a performance requires considerable communication, negotiation and problem solving skills. There are very strong links between this unit and generic units covering those skills. This role would normally be undertaken by senior stage managers.

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### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

# Elements and Performance Criteria

## Elements and Performance Criteria

<b>Element</b>	<b>Performance Criteria</b>
1 Overseer preparation of the production/event	<ul style="list-style-type: none"><li>1.1 Identify and rectify potential problems that could impact on the smooth running of the production and inform the appropriate personnel as required</li><li>1.2 Check that appropriate personnel are present at the specified time and have completed any administrative procedures</li><li>1.3 Conduct briefings with production and performance team, as required</li><li>1.4 Supply performers with the relevant items and areas required for the production/event</li><li>1.5 Ensure cast and crew valuables are secured according to organisational policy</li><li>1.6 Communicate with appropriate personnel to ensure that all technical pre-show checks are completed within the required timeframe and that required technical elements are operating</li><li>1.7 Liaise with relevant colleagues to complete other pre-performance requirements</li></ul>
2 Coordinate the stage set-up	<ul style="list-style-type: none"><li>2.1 Liaise with all stage production personnel and monitor work activities against relevant schedules</li><li>2.2 Ensure all technical and performance personnel are present at the specified time</li><li>2.3 Assess workflow and progress of set-up activities against timelines and initiate short term action to resolve any problems in meeting the deadline</li><li>2.4 Identify and rectify potential problems that could impact on the smooth running of the production and inform the appropriate personnel as required.</li><li>2.5 Communicate with appropriate personnel to ensure that all technical pre-show checks are completed within the required time frame and that required technical elements are operating.</li></ul>

- 2.6 Communicate with the appropriate personnel to ensure that staging elements and equipment are correctly arranged in correct working order and in accordance with design specifications.
    - 2.7 Monitor the set-up to ensure that all Occupational Health and Safety issues have been addressed in accordance with relevant legislation and organisational procedures.
  - 3 Run the production/event
    - 3.1 Monitor production and performance elements and take appropriate action to resolve with minimum disruption to the production
    - 3.2 Use reference materials appropriately to ensure the accurate and timely delivery of the production/event
    - 3.3 Communicate any changes to the production promptly to all appropriate personnel, ensuring all changes meet production standards
    - 3.4 Ensure the movement of physical elements occurs in accordance with production schedule/running sheet and timing
  - 4 Maintain working relations and communication with production and performance team
    - 4.1 Provide appropriate briefings and materials to cast and crew prior to the performance
    - 4.2 Liaise with cast and crew in a timely manner regarding any pre-performance requirements
    - 4.3 Communicate with cast and crew regularly throughout the production in an open manner to maintain positive working relations
    - 4.4 Provide clear instructions in a manner that is appropriate to the production requirements, ensuring that timing is maintained and precise
    - 4.5 Communicate with personnel in a clear and concise manner to ensure efficient, safe and disciplined production practices
  - 5 Finalise the performance/event
    - 5.1 Accurately prepare post-performance documentation according to organisational procedures
    - 5.2 Organise the clearance and cleaning of the

production/event sites as required, including appropriate security, storage and disposal

- 5.3 Maintain required production facilities and stocks of consumables for use in future productions
- 5.4 Identify any repairs or maintenance required and take appropriate action
- 5.5 Identify the need for and make any necessary adjustments to production documentation to ensure consistency and quality of future performances

## **Required Skills and Knowledge**

Not applicable.

## Evidence Guide

### Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

broad understanding of artistic and technical elements of the production/event such as staging, lighting and sound elements

the key factors involved in the successful stage management of a production, including typical problems and responses

effective communication, team leading and delegation in relation to the stage management of a production

problem solving and decision making processes and their application in an immediate production/event environment

relevant Occupational Health and Safety legislation and regulations as they apply to maintaining a safe backstage environment

literacy skills sufficient to interpret complex documentation and write simple reports.

### Linkages to other units

This unit has strong linkages to other stage management units and combined training and/or assessment with those units may be appropriate, for example:

CUESMT09A - Plot and rehearse cues

CUESMT08A - Call the production/event

### Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:

ability to manage a range of tasks concurrently and in accordance with immediate time constraints

knowledge of all delivery aspects of the production

ability to effectively communicate and delegate.

### Method and context of assessment

The assessment context must provide for:

practical demonstration of skills through the stage management of at least two different productions

interaction with and involvement of a production and performance team to reflect the collaborative nature of the unit

Assessment may incorporate a range of methods to assess practical skills and the application of essential underpinning knowledge, and might include:

direct observation of the stage management of a production/event for which the candidate is responsible

review of production schedules and other stage management reference material and reports prepared by the candidate

review of reports prepared by the candidate on the planning and implementation of the stage management of a production

written or oral questioning to test knowledge of the industrial and Occupational Health and Safety issues and regulations

review of portfolios of evidence and third party workplace reports of on-the job performance by the candidate

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

### **Resource requirements**

Assessment of this unit requires access to:

a production venue

production/event reference material on which to base the stage management of the production/event

full range of production equipment.

### **Key competencies in this unit**

Key competencies are built into all workplace competencies. The following table describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

### **Collecting, organising and analysing information (3)**

Assessing overall readiness for production commencement.

### **Communicating ideas and information (3)**

Providing briefings and directions to cast and crew.

### **Planning and organising activities (3)**

Overseeing total production set-up.

### **Working with others and in teams (3)**

Co-ordinating cast and crew during performance.

### **Using mathematical ideas and techniques (1)**

Monitoring production timings.

### **Solving problems (3)**

Developing solutions to problems which occur during performance.

### **Using technology (1)**

Using two-way communication.

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**Using mathematical ideas and techniques (1)**

Monitoring production timings.

**Solving problems (3)**

Developing solutions to problems which occur during performance.

**Using technology (1)**

Using two-way communication.

## Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

**Productions/events may be one-off or part of a season of performances and include:**

live theatre

concerts

opera

musicals

dance performances

circuses

festival performances.

**Appropriate personnel may include:**

performers

extras

non-regular performers

all technicians, e.g. sound, lighting

staging personnel

director

designers

choreographer

production manager

assistant stage manager

venue management.

**Pre-performance requirements may include:**

wardrobe parade

photo calls

media calls.

**Staging elements and equipment may include:**

props

props table

set pieces

costumes

special effects

prompting equipment

stage management desk

stage management communication equipment.

**Performers may be:**

musicians

masters of ceremony

special guests

public speakers

conference speakers

panel members such as a debate team

singers

actors

dancers

regular cast members

understudies  
non-regular performers  
extras.

**Items required for the performance may include:**

costumes  
make-up  
microphones, e.g. radio microphones  
hand props.

**Reference materials used to run the production/event may include:**

prompt sheets  
cue sheets  
call sheets.

**Occupational Health and Safety legislative requirements may include:**

Commonwealth, State and Territory Occupational Health and Safety regulations  
relevant national and international standards, guidelines and codes of practice, e.g. the  
Building Code of Australia  
relevant local government legislation and regulation.

**Details in the performance report may include:**

timings  
audience numbers  
venue capacity  
audience reaction  
comments on artistic or technical performance  
changes to performers.

**Production documentation may include:**

calculations of performance timings  
texts  
riders  
front-of-house information  
contact list, address list  
agent list, props lists  
scenery list  
wardrobe list  
artists' call sheet, e.g. publicity call sheets  
time sheets  
technical plots, e.g. fly plots and dome plots  
production schedule  
ground plans  
performance schedule  
understudy/covers list  
sign-on sheets  
program inserts  
notes on operating equipment  
firearms log  
media schedule  
rehearsal schedule for non-regular performers  
understudy schedule  
notification for production personnel

announcements.

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concerts

opera

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dance performances

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festival performances.

**Appropriate personnel may include:**

performers

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non-regular performers

all technicians, e.g. sound, lighting

staging personnel

director

designers

choreographer

production manager

assistant stage manager

venue management.

**Pre-performance requirements may include:**

wardrobe parade

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**Staging elements and equipment may include:**

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**Performers may be:**

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## **Unit Sector(s)**

Not applicable.