



Australian Government

CUAADM302 Book performance venues

Release: 1

CUAADM302 Book performance venues

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to source and book appropriate venues for performances in terms of location, safety, size, acoustic qualities and appropriateness for performance styles.

It applies to individuals who operate as artist/band managers, booking agents, marketing and promotions officers, or self-employed (independent) performers.

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

Unit Sector

Administration – general administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Research performance venues	<p>1.1 Identify the location and audience demographic of potential venues in consultation with relevant people</p> <p>1.2 Identify the operational and technical capabilities and any regulatory, licensing or permit requirements for potential venues, using appropriate sources</p> <p>1.3 Assess ability of venues to cater to specific needs of audience and performers</p> <p>1.4 Compare and assess the suitability of venues based on their market position</p> <p>1.5 Maintain an accurate record of the market position of potential venues, including costs</p>

ELEMENT	PERFORMANCE CRITERIA
2. Finalise booking arrangements	<p>2.1 Liaise with venue personnel to ensure proposed performance complements image and tone of venue</p> <p>2.2 Liaise with performers to ensure proposed venue complements style and genre of performance</p> <p>2.3 Contribute to risk analyses to confirm safety and security requirements are met, and that performances are financially viable</p> <p>2.4 Negotiate and confirm special arrangements with venue as required</p> <p>2.5 Confirm and complete booking documentation, record details and promptly circulate to all parties</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
Reading	1.2-1.4	<ul style="list-style-type: none"> Evaluates and integrates information about venues to assess suitability for the relevant performance
Writing	1.5, 2.5	<ul style="list-style-type: none"> Records specific information which conveys an understanding of requirements and outcomes
Oral Communication	1.1, 2.1, 2.2, 2.4, 2.5	<ul style="list-style-type: none"> Participates in a verbal exchange of ideas and elicits the views of others through listening and questioning Uses a range of persuasive responses appropriate to audience and context
Numeracy	1.4, 1.5, .2.3	<ul style="list-style-type: none"> Selects and uses familiar mathematical techniques to calculate costs, conduct cost-benefit analyses and make comparisons
Navigate the world of work	1.2, 1.3, 2.3	<ul style="list-style-type: none"> Understands and adheres to legislative requirements relevant to own role
Interact with others	1.1, 2.1, 2.2, 2.4, 2.5	<ul style="list-style-type: none"> Follows accepted consultation and communication practices to negotiate agreed outcomes Collaborates with others to achieve clarity and understanding
Get the work done	1.1-1.4, 2.1, 2.2, 2.4, 2.5	<ul style="list-style-type: none"> Plans and prioritises a range of routine tasks to achieve goals in a timely manner Uses problem solving skills to identify and analyse

		financial and safety risks
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAADM302 Book performance venues	CUSEVT301A Book performance venues	Updated to meet Standards for Training Packages. Minor edits to performance criteria to clarify intent.	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>