



Australian Government

CUAPPM421 Contribute to organising productions

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to assist with planning, organising and rehearsing productions. It involves confirming roles with required personnel, assisting the running of dress rehearsals, and assisting with production operations.

The unit applies to those who work in assistant roles with limited supervision and who may be responsible for the output of others. They work to instructions or plans developed by production personnel, such as directors, stage managers, lighting designers, costume managers and producers.

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

Unit Sector

Media and entertainment production – Production management

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. Contribute to production planning	1.1 Confirm with required personnel own creative planning and other roles, responsibilities and production requirements 1.2 Follow performance-planning instructions and preparations as advised by required personnel 1.3 Complete responsibilities within required timeframes
2 Assist with running technical and creative dress rehearsals	2.1 Coordinate performers according to production requirements 2.2 Give clear, audible and correctly sequenced instructions to performers 2.3 Work with members of production teams according to work health and safety procedures and production requirements

ELEMENT	PERFORMANCE CRITERIA
3. Assist with productions	3.1 Advise performers of venue arrival times according to production requirements 3.2 Carry out own roles and responsibilities in line with advice from stage manager and other required personnel 3.3 Carry out post-production or bump-out responsibilities according to instructions from required personnel 3.4 Identify areas of organisational practice that could be improved using feedback from required personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	<ul style="list-style-type: none"> Analyses feedback, reflects on performance, and identifies ways to develop performance
Oral communication	<ul style="list-style-type: none"> Obtains information using listening and questioning techniques Contributes information and expresses requirements using clear language
Reading	<ul style="list-style-type: none"> Obtains information from different written sources
Planning and organising	<ul style="list-style-type: none"> Plans and undertakes all production assistant tasks for performances in a logical sequence
Self-management	<ul style="list-style-type: none"> Takes responsibility for meeting health and safety requirements within scope of own role Applies organisational procedures and meets expectations associated with own role Manages time according to organisational policies and procedures
Teamwork	<ul style="list-style-type: none"> Takes responsibility for meeting commitments to others Collaborates with creative and technical personnel and achieves joint outcomes

Unit Mapping Information

Supersedes and is equivalent to CUAPPM401 Contribute to the organisation of productions.

Links

Companion Volume Implementation Guide is found on VETNet -

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