



**Australian Government**

# **CUAPPM422 Organise and facilitate rehearsals**

**Release: 1**

## CUAPPM422 Organise and facilitate rehearsals

### 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 organise and facilitate rehearsals across a range of productions – live, in film, television or events. It involves coordinating resources, people and venue arrangements for rehearsals.

The unit applies to those who set up logistics and communication channels for rehearsals to run smoothly. They prepare documentation, liaise with cast and crew, and locate and prepare rehearsal venues. Coordinating rehearsals is typically the role of a production manager or stage manager in conjunction with a producer or director.

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

### Unit Sector

Media and Live Entertainment Production – Production Planning and 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. Select and secure rehearsal facilities	1.1 Determine facility requirements for rehearsals 1.2 Research, assess and develop specifications for potential rehearsal venues 1.3 Complete a risk assessment of potential venues and integrate findings into selection and planning processes 1.4 Negotiate with venue management to ensure facility requirements can be met according to organisational procedures 1.5 Provide clear and accurate briefings on rehearsal options to required production personnel

ELEMENT	PERFORMANCE CRITERIA
	1.6 Book venue and confirm venue arrangements
2. Coordinate physical requirements for rehearsals	2.1 Coordinate design and production specifications as required 2.2 Organise required physical elements according to rehearsal schedule and daily requirements 2.3 Arrange transportation of physical elements to the rehearsal facility according to production specifications and within required timeframes 2.4 Confirm physical elements are set up, checked by required production personnel, and operating according to design specifications 2.5 Monitor set-ups according to work health and safety (WHS) and organisational policies and procedures 2.6 Advise production personnel of the nature and limitations of physical elements
3. Prepare and distribute rehearsal documentation	3.1 Confirm required contractual arrangements according to organisational policies and procedures 3.2 Compile and circulate information and documentation to production personnel as required 3.3 Develop rehearsal schedules according to budgetary requirements and enterprise agreements 3.4 Amend and distribute schedules and production documentation as required
4. Facilitate communications during rehearsals	4.1 Manage creative and technical requirements for rehearsals 4.2 Communicate with creative and technical participants in a professional manner 4.3 Resolve technical problems as required 4.4 Take action to meet creative and technical requirements of participants 4.5 Process administrative requirements of cast, crew and extras as required
5. Participate in rehearsals	5.1 Provide technical assistance as required 5.2 Anticipate and respond to new rehearsal requirements 5.3 Monitor rehearsals, and stage manage, if required, according to production requirements 5.4 Calculate and record performance timings for use in production documents 5.5 Identify production problems and resolve them as required 5.6 Confirm and organise arrangements for future rehearsal sessions with production personnel as required

## Foundation Skills

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

<b>SKILL</b>	<b>DESCRIPTION</b>
Reading	<ul style="list-style-type: none"> <li>• Interprets information in a variety of forms regarding production, and uses the knowledge gained to evaluate rehearsal requirements</li> <li>• Interprets complex WHS standards, award and enterprise agreement documentation for their application to work</li> </ul>
Writing	<ul style="list-style-type: none"> <li>• Develops detailed specifications to inform venue search process</li> <li>• Develops material for a specific audience and purpose using clear, specific and industry-related language to convey explicit venue arrangements and agreements, rehearsal requirements and schedules</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>• Uses listening and questioning skills to obtain information, discuss production and rehearsal requirements with key others, and confirm understanding</li> <li>• Facilitates and participates in potentially complex discussions and negotiations, expressing requirements while eliciting participant views and opinions</li> <li>• Discusses rehearsal issues and solutions using industry-specific language suitable to audience and purpose</li> <li>• Delivers clear briefings to cast and crew during rehearsals, communicating effectively and openly about the rehearsal process and production limitations and requirements</li> <li>• Selects and uses communication methods and practices adjusting communication style in recognition of the different needs of a diverse audience</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>• Use calculations, measurements and estimates to complete tasks to coordinate the physical requirements for rehearsals</li> <li>• Interprets budgets to develop rehearsal schedules</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• Meets organisational expectations, requirements and procedures when planning and completing tasks</li> <li>• Takes responsibility for meeting legislative safety standards and requirements within scope of own role</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Collaborates with production and performance, playing an active role in facilitating group interaction</li> <li>• Builds rapport with team members to establish and maintain effective working relationships</li> <li>• Uses problem-solving and mediation skills to resolve issues</li> <li>• Shares information, assistance and constructive feedback</li> </ul>
Planning and	<ul style="list-style-type: none"> <li>• Plans and sequences own workload, schedules work activities of others and manages required communication</li> </ul>

<b>SKILL</b>	<b>DESCRIPTION</b>
organising	<ul style="list-style-type: none"><li>• Establishes detailed criteria and a risk assessment strategy to inform search process and venue assessment</li><li>• Makes decisions and organises resources that meet production needs, schedule requirements and safety standards</li><li>• Manages document accuracy and distribution to deadlines</li><li>• Analyses rehearsal participants requirements and provides solutions</li><li>• Monitors technical aspects of rehearsals, identifies issues and contributes to solutions in rehearsal evaluation meetings</li></ul>

## Unit Mapping Information

Supersedes and is equivalent to CUAPPM412 Organise and facilitate rehearsals.

## Links

Companion Volume Implementation Guide is found on VETNet -

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