



Australian Government

CUAPPM511 Manage small-scale live 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 plan and manage technical, creative and logistical aspects of small-scale live productions that also includes pre- and post-production activities.

The unit applies to those who are expected to display a high level of initiative and judgement as they take responsibility for organising, planning and coordinating the work of individuals and teams involved in staging productions.

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

Unit Sector

Performing arts – 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. Plan and organise technical aspects of productions	1.1 Form production teams and initiate production meetings 1.2 Choose and evaluate venues according to safety, technical and creative requirements 1.3 Oversee and contribute to the development, documentation and distribution of technical plans and schedules 1.4 Allocate technical roles and responsibilities to required personnel as required 1.5 Advise required personnel of technical and safety issues 1.6 Provide assistance and guidance and ensure technical tasks are completed according to production requirements
2. Plan and organise	2.1 Form creative teams and initiate creative planning meetings

ELEMENT	PERFORMANCE CRITERIA
creative aspects of productions	2.2 Oversee and contribute to the development, documentation and distribution of creative plans and schedules 2.3 Allocate creative roles and responsibilities of required personnel as required 2.4 Provide assistance and guidance and ensure creative tasks are completed promptly 2.5 Anticipate issues that may disrupt the running of productions and plan according to production requirements
3. Plan and organise technical and creative rehearsals	3.1 Allocate rehearsal time to live productions according to production requirements 3.2 Prepare a bump in schedule and brief personnel according to production requirements 3.3 Mark out and prepare performance area according to production requirements 3.4 Allocate change rooms or areas in appropriate locations with sensitivity to cultural differences and special needs 3.5 Establish and communicate in-venue safety procedures to required personnel according to health and safety requirements 3.6 Advise required personnel of safety issues that may affect the production 3.7 Conduct creative and technical rehearsals according to production requirements 3.8 Update and distribute production documentation on last-minute changes arising from technical or creative rehearsals as required
4. Manage pre-production activities	4.1 Monitor progress of pre-production technical and creative tasks and take action according to production requirements 4.2 Determine need for additional resources and ensure pre- and post-production requirements are met in consultation with required personnel 4.3 Monitor set-up of video and sound equipment where live performances are to be recorded 4.4 Maintain and promote positive work relationships and regular communication throughout production runs
5. Manage operations during performances	5.1 Ensure backstage announcements and call cues are relayed according to production requirements and ensure performers and required personnel are in applicable locations to meet performance requirements 5.2 Ensure audience announcements meet production requirements 5.3 Manage and monitor duty of care regarding health and safety requirements in a performance environment 5.4 Monitor technical aspects of performances and offer creative

ELEMENT	PERFORMANCE CRITERIA
	solutions to unforeseen problems as required 5.5 Ensure scene, prop and costume changes are undertaken safely and on time
6. Manage post-production activities	6.1 Establish timeframes and task schedules for post-production and bump out activities 6.2 Allocate and communicate tasks to required personnel according to production requirements 6.3 Monitor progress of bump out and ensure that schedules are met 6.4 Discuss and review productions with required personnel and identify and suggest improvements for future productions

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
Numeracy	- Interprets scale plans and production spaces - Calculates time requirements for tasks - Monitors performance against timeframes
Oral communication	- Seeks the views and opinions of others - Obtains information using listening and questioning techniques - Contributes information and expresses requirements using clear language - Participates in complex formal and informal conversations applicable to own role, initiating and taking the lead where required
Reading	- Interprets and reviews production documentation relating to own duties - Understands required health and safety policies and procedures
Writing	- Prepares and updates documentation relating to the staging of live productions - Records outcomes of reviews
Initiative and enterprise	- Demonstrates initiative in dealing with the unexpected during performances - Demonstrates a commitment to improvement and contributes to evaluations of production services - Applies knowledge of technical equipment to production management duties
Planning and	Sequences and schedules complex activities, monitors implementation

SKILL	DESCRIPTION
organising	- and manages required communication - Assembles documentation on production requirements in a logical sequence - Reviews progress against goals, adjusts plans and resources and copes with contingencies
Problem solving	Anticipates and takes action to minimise potential problems that could disrupt productions
Self-management	- Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes - Takes responsibility for meeting legal and regulatory requirements within scope of own role - Applies organisational procedures when managing live productions - Manages time efficiently and meets work deadlines
Teamwork	- Collaborates and achieves joint outcomes, taking leadership role when helping facilitate effective group interaction and direction - Mentors team members on the job
Technology	- Distributes information electronically - Prepares workplace documentation using standard word processing and spreadsheet applications

Unit Mapping Information

Supersedes and is equivalent to CUAPPM501 Manage small-scale live productions.

Links

Companion Volume Implementation Guide is found on VETNet -

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