CUAPPM514 Manage bump in and bump out of shows

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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 manage the movement, transportation, installation and removal of equipment and physical elements for productions in the screen, media, entertainment and events industries. It involves organising equipment and people according to production and crewing requirements.

The unit applies to those who display a high level of initiative, judgement and responsibility as they supervise the bump in and bump out of production areas, such as lighting, sound, staging, sets, props, scenic art or vision systems.

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

Unit Sector

Media and Live Entertainment Production – Production Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise equipment and human resources	1.1 Determine crewing requirements and scope of work required 1.2 Identify and obtain equipment and materials required according to budgetary guidelines 1.3 Complete inventory checks to confirm physical elements are available and ready for use 1.4 Assess risks and develop and implement hazard management plans 1.5 Roster staff to meet production schedules according to production budget

ELEMENT	PERFORMANCE CRITERIA
2. Plan movement of physical elements	2.1 Identify transport requirements and organise transport accordingly
	2.2 Estimate the number of people required to move equipment and advise required colleagues accordingly
	2.3 Develop contingency plans to minimise the impact of unexpected events on the bump in and bump out process
	2.4 Document plans for moving and installing equipment according to organisational procedures
3. Manage installation and removal of physical elements	3.1 Supervise the safe installation and removal of physical elements according to production requirements
	3.2 Monitor progress of bump in and bump out of shows against production schedules and implement contingency plans as required
	3.3 Identify and respond to problems promptly in consultation with required personnel
	3.4 Organise storage and security of physical elements as required, including valuable items and hazardous materials
	3.5 Evaluate the bump in and bump out process with required personnel and note areas for improvement in 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
Reading	• Interprets production documentation and organisational policies and procedures in relation to own duties
Writing	• Completes organisational documentation requirements related to obtaining goods or services • Generates documentation in relation to bumping in and bumping out shows • Documents outcomes of evaluations
Oral communication	• Seeks the views and opinions of others • Obtains information by listening and questioning • Discusses ideas and solutions and uses clear language to express requirements
Numeracy	• Reads and interprets numerical data in production specifications

SKILL	DESCRIPTION
	• Performs calculations when interpreting budgets, estimating labour requirements and conducting inventory checks
Self-management	• Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes • Takes responsibility for meeting health and safety and regulatory requirements within scope of own role • Applies organisational procedures when bumping in and bumping out shows • Manages time efficiently to meet work deadlines • Implements improvements based on outcome of evaluations of bump in and bump out operations
Teamwork	• Collaborates with team members and takes on a leadership role in team activities
Planning and organising	• Sequences and schedules complex activities, monitors implementation and manages required communication • Identifies the most time efficient way to move and transport physical elements • Reviews progress against goals, adjusting plans and resources as required • Anticipates and takes action to minimise potential problems that could disrupt production schedules
Technology	• Distributes information electronically • Uses standard word processing and spreadsheet applications to prepare workplace documentation

Unit Mapping Information

Supersedes and is equivalent to CUAPPM504 Manage bump in and bump out of shows.

Links

Companion Volume Implementation Guide is found on VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5