



Australian Government

CUAPPM611 Manage pre-production for shows and events

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 manage all aspects of pre-production for shows and events in the entertainment industry, including both creative and technical aspects of live shows and events.

The unit applies to those who exercise autonomy and judgement in contexts that are subject to change and are responsible for coordinating and supervising the work of team members engaged in a wide range of pre-production activities.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan pre-production activities	1.1 Participate in discussions with required personnel to clarify creative vision for shows or events 1.2 Analyse designs and specifications to establish a comprehensive understanding of production requirements and challenges 1.3 Determine the range and number of staging and technical elements required for shows 1.4 Develop work plans and schedules to ensure timely completion of each stage of pre-production 1.5 Conduct risk assessments and implement safety and environmental management plans during pre-production as

ELEMENT	PERFORMANCE CRITERIA
	required 1.6 Develop contingency plans to minimise the impact of unexpected events on pre-production operations 1.7 Provide advice to required personnel regarding technical, artistic and safety issues that may affect shows or events
2. Coordinate production meetings	2.1 Allocate times for production meetings 2.2 Chair production meetings to discuss and resolve artistic and technical issues 2.3 Prepare and distribute clear and timely reports on the progress of pre-production activities 2.4 Notify colleagues of meeting outcomes and budget issues that affect their work activities 2.5 Keep accurate records of decisions made and actions required
3. Monitor and undertake pre-production activities	3.1 Take an active role in maintaining a creative and technical overview of projects and take action to resolve problems that arise 3.2 Liaise with technical and artistic production teams 3.3 Monitor the progress of pre-production activities against timelines and budget, and implement contingency plans as required 3.4 Determine the need for additional resources and take action accordingly 3.5 Contribute to evaluations of shows or events and implement recommendations
4. Manage production documentation and information	4.1 Confirm that production documentation is completed on time by required personnel 4.2 Distribute production documentation and information to required personnel according to organisational procedures 4.3 Develop and maintain accurate document distribution records 4.4 Review and update documentation to reflect changes to production requirements 4.5 Manage production budget and follow organisational financial procedures in relation to purchases and record keeping

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the 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	Obtains information from a range of complex written sources
Writing	Generates and updates documentation in relation to pre-production activities in the required format
Oral communication	- Seeks the views and opinions of others and obtains information by listening and questioning - Discusses ideas and solutions and uses clear language to contribute information and express requirements
Numeracy	Interprets budgets when managing pre-production for shows and events
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 to meet work deadlines
Teamwork	Collaborates with team members and takes a leadership role to help facilitate effective group interaction and direction
Planning and organising	- Sequences and schedules complex activities, monitors implementation and manages required communication - Assembles documentation on pre-production requirements in a logical sequence - Reviews progress against goals, adjusting plans and resources to cope with contingencies - Takes account of a wide range of factors that impact on pre-production activities - Proactively anticipates potential resolutions to problems that could disrupt construction workshop operation Implements improvements to pre-production operations based on outcome of evaluations
Technology	- Distributes information electronically - Uses standard word processing and spreadsheet applications to prepare workplace documentation - Applies knowledge of technical equipment to production management duties

Unit Mapping Information

Supersedes and is equivalent to CUAPPM601 Manage pre-production for shows and events.

Links

Companion Volume Implementation Guide is found on VETNet -

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