



Australian Government

CUASMT402 Assist in stage managing creative rehearsals

Release: 2

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Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated assessment conditions section. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Application

This unit describes the performance outcomes, skills and knowledge required to undertake a wide range of administrative and organisational tasks associated with assisting with running creative rehearsals for live productions in the entertainment and events industries.

Individuals who apply these skills work autonomously in a team environment as they share responsibility for ensuring that all logistical aspects of rehearsals run smoothly.

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

Unit Sector

Media and entertainment production - stage management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for rehearsals	1.1 In consultation with relevant personnel, clarify work requirements with reference to production documentation 1.2 Draft preliminary props extract list and distribute to relevant personnel for discussion and amendments 1.3 Assist stage manager with mark-up of rehearsal room 1.4 Assist with set-up of rehearsal rooms and storage areas

	<p>1.5 Source rehearsal room furniture, props and costumes</p> <p>1.6 Assist with set-up of technical equipment required for rehearsals</p>
2. Participate in rehearsals	<p>2.1 Create and use setting and running lists to pre-set and manage props and costumes for rehearsals, and develop costume change plots to summarise requirements</p> <p>2.2 Set and move scenic elements and furniture as required for rehearsals and create scene change plots to summarise requirements</p> <p>2.3 Operate technical equipment in rehearsals as required</p> <p>2.4 Prompt or read in for performers as required</p> <p>2.5 Assist with safety procedures when rehearsing potentially hazardous sequences</p> <p>2.6 Deal effectively with unforeseen occurrences</p> <p>2.7 Take and distribute production meeting minutes promptly to facilitate communication of production developments</p> <p>2.8 Update props lists and other production documentation as rehearsals progress and distribute promptly</p> <p>2.9 Contribute information to rehearsal reports and provide assistance to stage manager and others as required</p>
3. Assist with maintenance of rehearsal rooms	<p>3.1 Make minor repairs to rehearsal props, costume, furniture and scenic elements or refer work to relevant personnel for repair or replacement when required</p> <p>3.2 Keep green room tidy, clean and appropriately furnished and equipped</p> <p>3.3 Keep rehearsal rooms tidy and maintain mark-up throughout the rehearsal period</p> <p>3.4 Keep noticeboards up-to-date</p>
4. Assist with bump out of rehearsal rooms	<p>4.1 At rehearsal end, prepare equipment for move to performance venues or tours</p> <p>4.2 Pack props and other equipment securely to minimise risk of breakage</p> <p>4.3 Organise the return of equipment not required for performance venues</p> <p>4.4 Lift mark-up and return rehearsal and green room areas to original condition</p> <p>4.5 Organise transfer of equipment to performance venues</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1, 2.4, 2.9, 3.4	<ul style="list-style-type: none"> Obtains information from a range of written sources Provides prompts from scripts to performers during rehearsals
Writing	1.2, 2.1, 2.7, 2.8, 2.9, 3.4	<ul style="list-style-type: none"> Develops and updates production reference documents
Oral communication	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.4, 2.5, 2.6, 2.9, 3.1, 3.3, 4.1, 4.2, 4.3, 4.5	<ul style="list-style-type: none"> Obtains information by listening and questioning Seeks the views and opinions of others Discusses ideas and solutions Uses clear language to contribute information and express requirements
Numeracy	1.3, 2.2	<ul style="list-style-type: none"> Uses mathematical calculations when marking up rehearsal rooms and creating scene change plots
Navigate the world of work	1.1, 1.2, 2.5, 3.1, 4.1, 4.2	<ul style="list-style-type: none"> Takes responsibility for decisions about when and how to complete tasks and coordinate with others Takes responsibility for meeting work health and safety requirements in relation to stage management duties within scope of own role Applies organisational procedures and meets expectations associated with own role
Interact with others	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.4, 2.5, 2.6, 2.9, 3.1, 3.3, 4.1, 4.2, 4.3, 4.5	<ul style="list-style-type: none"> Shares information and resources and offers assistance Collaborates with creative and technical personnel to achieve joint outcomes, playing an active role in facilitating effective group interaction
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9,	<ul style="list-style-type: none"> Plans and undertakes all stage management tasks for rehearsals in a logical sequence Manages time efficiently Continuously reviews and updates own setting and running lists to take account of

	3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5	<p>what happens during rehearsals</p> <ul style="list-style-type: none"> • Demonstrates initiative in sourcing equipment, props and accessories required for rehearsals • Recognises and takes responsibility for addressing predictable, and some less predictable, problems that could disrupt operations • Operates technical equipment during rehearsals • Distributes information electronically • Uses standard word processing and spreadsheet applications to prepare workplace documentation
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASMT402 Assist in stage managing creative rehearsals (Release 2)	CUASMT402 Assist in stage managing creative rehearsals (Release 1)	Updated assessment conditions section. Updated modification history section to reflect changed name of training package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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