



Australian Government

CUASMT412 Assist in stage managing rehearsals

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 skills and knowledge required to undertake administrative and organisational tasks associated with assisting with running rehearsals for live productions in the entertainment and events industries. It involves rehearsal preparation, participation, and assisting with maintenance of rehearsal rooms.

The unit applies to those who 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

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. Prepare for rehearsals	1.1 Confirm work requirements with reference to production documentation 1.2 Draft preliminary props extract list and distribute to required 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 1.5 Identify rehearsal room furniture, props and costumes 1.6 Assist with set-up of technical equipment required for rehearsals
2. Participate in rehearsals	2.1 Create and use setting and running lists and develop costume change plots according to requirements 2.2 Set and move scenic elements and furniture and create scene

ELEMENT	PERFORMANCE CRITERIA
	change plots as required for rehearsals according to requirements 2.3 Operate technical equipment in rehearsals as required 2.4 Assist performers with prompting and reading as required 2.5 Assist with safety procedures when rehearsing potentially hazardous sequences 2.6 Address unforeseen occurrences during performances 2.7 Collect and distribute production meeting minutes in a timely manner 2.8 Update and distribute props lists and other production documentation as rehearsals progress 2.9 Contribute to rehearsal reports and provide assistance to the stage manager and other personnel as required
3. Assist with maintenance of rehearsal rooms	3.1 Make minor repairs to rehearsal props, costume, furniture and scenic elements or refer work to required personnel for repair or replacement when required 3.2 Keep green room clean and appropriately furnished 3.3 Keep rehearsal rooms clean and maintain room mark-up throughout the rehearsal period 3.4 Maintain noticeboards as required
4. Assist with bump out of rehearsal rooms	4.1 Prepare equipment for transition to performance venues or tours 4.2 Pack props and other equipment securely to minimise risk of breakage 4.3 Organise the return of equipment not required for performance venues 4.4 Lift mark-up and return rehearsal and green room areas to original condition 4.5 Organise transfer of equipment to performance venues

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	- Obtains information from a range of written sources - Provides prompts from scripts to performers during rehearsals
Writing	Develops and updates production reference documents

SKILL	DESCRIPTION
Oral communication	• Seeks feedback from colleagues • Discusses work requirements with colleagues
Numeracy	• Uses mathematical calculations when marking up rehearsal rooms and creating scene change plots
Initiative and enterprise	• Manages and prioritises tasks • Meets work health and safety requirements in relation to stage management duties within scope of own role • Follows organisational procedures
Teamwork	• Collaborates and offers assistance to team members • Collaborates with creative and technical personnel
Self-management	• Plans and undertakes all stage management tasks for rehearsals in a logical sequence • Manages time efficiently • Continuously reviews and updates setting and running lists • Demonstrates initiative in identifying equipment, props and accessories required for rehearsals
Problem solving	• Recognises and addresses issues
Technology	• Operates technical equipment during rehearsals • Distributes information electronically • Uses standard word processing and spreadsheet applications to prepare workplace documentation

Unit Mapping Information

Supersedes and is not equivalent to CUASMT402 Assist in stage managing creative rehearsals.

Links

Companion Volume Implementation Guide is found on VETNet -

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