



Australian Government

CUASMT511 Stage manage productions 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 skills and knowledge required to coordinate production and technical services for productions and events produced by external companies or community organisations in the entertainment and events industries. It involves elements of stage management operations and production management.

The unit applies to those who display initiative, judgement and responsibility as they use high level communication and coordination skills to ensure that productions and events 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 stage management operations	1.1 Confirm production structure and requirements 1.2 Prepare planning documents according to production information and documentation 1.3 Prepare and distribute notes from meetings on production requirements, client correspondence, and stage management procedures 1.4 Monitor pre-production preparations and identify issues as required 1.5 Liaise with venue staff and resolve issues that could disrupt productions or events

ELEMENT	PERFORMANCE CRITERIA
2. Run productions	2.1 Manage crew and cast arrivals according to production plan 2.2 Monitor production and performance elements and take required action to deal effectively with unforeseen occurrences 2.3 Use reference materials as required 2.4 Communicate production changes promptly to all required personnel 2.5 Confirm movement of physical elements occurs according to running sheets, timing and safety procedures 2.6 Operate technical equipment as required
3. Communicate effectively with cast and crew	3.1 Provide required briefings and materials to cast and crew prior to performances 3.2 Maintain effective work relationships with cast and crew throughout production 3.3 Communicate and provide instructions in an open, clear and concise manner
4. Finalise stage management operations	4.1 Organise the cleaning of venues and sites as required 4.2 Prepare and distribute performance reports to required personnel 4.3 Contribute to evaluations and continuous improvement of productions or events and adjust procedures accordingly 4.4 Adjust production documentation as required 4.5 Return all updated production documentation to required personnel

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	<ul style="list-style-type: none"> Interprets production documentation
Oral communication	<ul style="list-style-type: none"> Obtains information using listening and questioning techniques
Self-management	<ul style="list-style-type: none"> Works independently and collectively Manages time efficiently Takes responsibility for meeting regulatory requirements within scope of own role Applies organisational procedures when stage managing live

SKILL	DESCRIPTION
	productions
Teamwork	<ul style="list-style-type: none">• Builds work relationships with creative and technical personnel• Demonstrates reliability and integrity
Planning and organising	<ul style="list-style-type: none">• Manages stage management tasks for productions and events in a logical sequence
Problem solving	<ul style="list-style-type: none">• Addresses issues requiring immediate attention• Assesses potential problems that could disrupt productions
Technology	<ul style="list-style-type: none">• Uses standard word processing and spreadsheet applications to prepare workplace documentation

Unit Mapping Information

Supersedes and is equivalent to CUASMT501 Stage manage productions and events.

Links

Companion Volume Implementation Guide is found on VETNet -

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