



Australian Government

CUASMT514 Manage audition support services

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 logistical aspects of auditions for performers in productions in the screen, media, entertainment and events industries. It involves the preparation and management of audition operations.

The unit applies to those who display initiative, judgement and responsibility as they use high level communication, time management and coordination skills to manage audition support services.

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 audition process	1.1 Clarify format for auditions and requirements in relation to documentation, materials and equipment 1.2 Produce sufficient copies of audition forms, schedules, appointment lists and other required documents in consultation with required personnel 1.3 Communicate requirements relating to audition format and appointments to agents or performers as required 1.4 Communicate audition attendance with required personnel 1.5 Obtain required materials and equipment and supervise set-up in waiting areas and audition rooms 1.6 Review audition schedules and confirm they comply with

ELEMENT	PERFORMANCE CRITERIA
	legislative requirements 1.7 Identify and address issues that could disrupt audition processes
2. Manage auditions	2.1 Brief support personnel on services required and facilitate work throughout auditions as required 2.2 Greet auditioning performers and collect required information 2.3 Distribute résumés, photos, audition forms and other information to audition panels 2.4 Direct auditioning performers to audition rooms at the appropriate time and introduce them to audition panels 2.5 Manage appointments and advise required personnel of any changes 2.6 Manage unforeseen occurrences and emergency situations as required
3. Finalise audition operations	3.1 Supervise removal of materials and equipment in waiting areas and audition rooms 3.2 Finalise audition documentation and determine requirements for call-backs 3.3 Follow up on call-backs as required 3.4 Collate and file audition documents 3.5 Contribute to evaluations and continuous improvement of audition services

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
Learning	Interprets information from evaluation to enhance own performance
Reading	Interprets audition documentation relevant to own role
Self-management	- Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes - Takes responsibility for meeting regulatory requirements within scope of own role - Applies organisational procedures when managing audition support services - Manages time efficiently to meet audition schedule

SKILL	DESCRIPTION
Teamwork	• Works collaboratively with performers and others involved in auditions • Supervises set up of audition materials and equipment • Demonstrates reliability and integrity when collaborating with others
Planning and organising	• Plans and undertakes administrative and coordination tasks in relation to audition support services in a logical sequence • Responds to problems requiring immediate attention, drawing on past experience to devise solutions • Anticipates potential issues
Technology	• Uses standard word processing and spreadsheet applications to prepare audition documentation • Distributes information electronically

Unit Mapping Information

Supersedes and is equivalent to CUASMT504 Manage audition support services.

Links

Companion Volume Implementation Guide is found on VETNet -

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