



**Australian Government**

# **CUASMT517 Assist in stage managing and calling performances**

**Release: 2**

## CUASMT517 Assist in stage managing and calling performances

### Modification History

Release	Comments
Release 2	This version first released with CUA Creative Arts and Culture Training Package version 5.1. Version created to correct unit mapping error.
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 a wide range of administrative and organisational tasks associated with assisting backstage operations for productions in the entertainment and events industries. It involves venue preparation, stage management and calling performances during productions.

The unit applies to those who work autonomously in a team environment as they share responsibility for ensuring that all logistical aspects of performances 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. Assist with bump in and preparation of venues	1.1 Update production documentation and confirm reference materials are correct after final rehearsal run in consultation with required personnel 1.2 Set up cast and backstage areas, display production information on company noticeboard, and organise sign-in sheets 1.3 Participate in plotting sessions

ELEMENT	PERFORMANCE CRITERIA
	1.4 Confirm entrances and exits from stage are unobstructed 1.5 Mark level changes on and off set 1.6 Assist with safety briefing and backstage orientation for performers and crew 1.7 Monitor preparations and anticipate and resolve problems that could disrupt performances 1.8 Confirm communication equipment is fully operational and take action to restore functionality as required
2. Assist with technical and dress rehearsals	2.1 Provide crew with documentation from rehearsal for input by them during technical and dress rehearsals 2.2 Assist with safety rehearsals and integration of technical elements into potentially hazardous sequences 2.3 Follow setting and running documentation from rehearsal 2.4 Facilitate communication between required team members 2.5 Provide assistance to stage manager, creative personnel and others as required 2.6 Record and action feedback from management 2.7 Develop set-up, performance and post-show routine and complete supporting documentation
3. Prepare for performances	3.1 Make backstage time calls and confirm pre-performance work is carried out according to schedules 3.2 Identify and communicate changes to pre-performance routine and performances as required 3.3 Liaise with front of house staff to manage public announcements and audience entry
4. Assist with performances and make calls	4.1 Assist with on-stage and backstage pre-set of performance elements as required 4.2 Prepare consumable props in line with production requirements 4.3 Collect and secure valuables and distribute personal props 4.4 Provide stage management assistance during performances 4.5 Call cues for performances using reference material and according to production schedules 4.6 Address unforeseen occurrences during performances 4.7 Secure and store stage materials after performances 4.8 Assist with cleaning and maintaining stage and backstage areas 4.9 Contribute to performance reports and distribute them with other information to required personnel
5. Assist with bump out of	5.1 Assist with packing and storing materials and equipment as

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
productions	<p>required</p> <p>5.2 Organise return of borrowed and hired items according to loan agreements</p> <p>5.3 Assist with cleaning production areas</p> <p>5.4 Remove front of house materials as required</p>

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

<b>SKILL</b>	<b>DESCRIPTION</b>
Learning	<ul style="list-style-type: none"> <li>Seeks and addresses feedback from colleagues to improve performance</li> </ul>
Reading	<ul style="list-style-type: none"> <li>Identifies and interprets information from different written sources</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Develops and updates production and public reference documents and signage</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Obtains information using listening and questioning techniques</li> <li>Seeks the views and opinions of others</li> <li>Discusses ideas and solutions</li> <li>Contributes information and expresses requirements using clear language</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Keeps track of timings during performances so tasks are performed at required times</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Prioritises and coordinates tasks</li> <li>Plans stage management and calling tasks for performances in a logical sequence</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>Responds to problems requiring immediate attention and devises solutions</li> <li>Demonstrates initiative in dealing with unplanned variations during live performances</li> <li>Demonstrates initiative by anticipating and taking action to minimise potential problems that could disrupt performances</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>Recognises and addresses workplace issues</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>Proactively addresses tasks and commitments to team members</li> <li>Applies organisational procedures and meets expectations associated with own role</li> <li>Meets workplace health and safety requirements</li> </ul>

<b>SKILL</b>	<b>DESCRIPTION</b>
	<ul style="list-style-type: none"><li>• Manages time efficiently</li><li>• Stays calm under pressure</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• Shares information and resources and offers assistance</li><li>• Collaborates with administrative, creative and technical personnel to achieve joint outcomes, playing an active role in facilitating effective group interaction</li></ul>
Technology	<ul style="list-style-type: none"><li>• Applies knowledge of technical equipment operation to stage management duties</li><li>• Distributes information electronically</li><li>• Prepares workplace documentation using standard word processing and spreadsheet applications</li></ul>

## Unit Mapping Information

Supersedes and is not equivalent to CUASMT401 Assist in stage managing performances and CUASMT502 Call performances.

## Links

Companion Volume Implementation Guide is found on VETNet -

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