



Australian Government

CUASMT611 Stage manage 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 manage a wide range of administrative and organisational tasks associated with running rehearsals for productions in the screen, media, entertainment and events industries.

The unit applies to those who apply a detailed knowledge of both creative and technical aspects of live productions or events. It involves exercising autonomy and judgement in contexts that are subject to change and are responsible for coordinating and supervising the work of others.

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. Complete safety assessment	1.1 Conduct hazard inspection of stage and backstage areas and address issues as required 1.2 Give safety briefing and stage orientation to required personnel and note issues for follow-up action as required 1.3 Implement hazard management plans and run safety rehearsals as required
2. Prepare for rehearsals	2.1 Determine rehearsal room requirements in consultation with required personnel 2.2 Confirm venue and cueing equipment is functioning as required

ELEMENT	PERFORMANCE CRITERIA
	2.3 Measure designers' plans and make adjustments as required 2.4 Mark up sets in rehearsal rooms with the assistance of other personnel as required 2.5 Brief and assign duties to assistant stage managers and required personnel 2.6 Oversee the acquisition and preparation of rehearsal materials and equipment
3. Prepare and analyse documentation	3.1 Obtain and distribute copies of scripts or scores to required personnel as required 3.2 Confirm cueing documentation is notated as required 3.3 Set up stage manager's production script 3.4 Analyse and interpret scripts and other production information to produce stage management documentation 3.5 Plan and distribute rehearsal schedules
4. Manage rehearsals	4.1 Assist personnel with potential issues that arise during rehearsals 4.2 Call cues and cue sequences and repeat as required 4.3 Coordinate specialist advisors and coaches for rehearsals 4.4 Manage costume and prop fitting appointments according to organisational policies and procedures 4.5 Update stage manager's production script as rehearsals progress 4.6 Manage rehearsal schedules and confirm performers and others are aware of calls and changes 4.7 Provide feedback to assistant stage managers
5. Manage communication of rehearsal information	5.1 Participate in director's post-rehearsal notes sessions and advise required personnel of errors and production, technical and design issues that need attention 5.2 Manage frequent and timely dissemination to required personnel of creative development information from rehearsal rooms 5.3 Incorporate new information into procedures as required
6. Manage rehearsals	6.1 Notify required personnel of scheduled run dates and times 6.2 Confirm production elements are prepared in liaison with heads of technical departments 6.3 Record running times of sections, acts and full show 6.4 Give calls, cues and read in stage directions 6.5 Operate technical equipment as required 6.6 Participate in director's post-run notes sessions and provide cast with notes on errors and production, technical and design

ELEMENT	PERFORMANCE CRITERIA
	issues that need attention 6.7 Contribute to evaluations of productions and implement recommendations 6.8 Liaise with required personnel prior to first performance and confirm necessary arrangements are in place

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	- Interprets production documentation in relation to own duties - Provides prompts from scripts to performers during rehearsals
Oral communication	- Seeks the views and opinions of others - Obtains information by listening and questioning - Discusses ideas and solutions using clear language to contribute information and express requirements
Numeracy	Uses mathematical calculations when marking up rehearsal rooms and timing scenes in rehearsal room runs
Planning and organising	- Plans and undertakes stage management tasks for creative rehearsals in a logical sequence - Plans activities in ways that minimise disruption to rehearsal schedules - Adapts designers' plans to fit rehearsal rooms while maintaining the integrity of designs - Provides input into creative development of shows
Self-management	Applies organisational procedures when managing creative rehearsals
Teamwork	Collaborates to achieve joint outcomes and takes a leadership role to help facilitate effective group interaction and direction
Problem solving	- Responds to problems requiring immediate attention, drawing on past experience to devise solutions - Demonstrates a commitment to improving stage management procedures
Self-management	- Manages time efficiently to meet work deadlines - Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes - Takes responsibility for meeting work health and safety

SKILL	DESCRIPTION
	requirements within scope of own role
Technology	• Uses standard word processing and spreadsheet applications to prepare documentation • Distributes information electronically

Unit Mapping Information

Supersedes and is not equivalent to CUASMT601 Stage manage creative rehearsals and CUASMT603 Stage manage technical and dress rehearsals.

Links

Companion Volume Implementation Guide is found on VETNet -

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