



Australian Government

CUASMT612 Stage manage performances

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 stage managing performances in the 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. Manage preparation for performances	1.1 Confirm tasks arising from previous performance have been completed 1.2 Confirm required personnel are present at specified times and have completed administrative procedures for which they are responsible 1.3 Conduct briefings with production and performance personnel as required 1.4 Confirm items and areas required by performers are prepared for performances 1.5 Confirm required personnel understand technical pre-show

ELEMENT	PERFORMANCE CRITERIA
	requirements 1.6 Inspect stage and backstage areas to identify potential problems that could impact on the smooth running of performances and take immediate remedial action 1.7 Liaise with required personnel to complete pre-performance work
2. Manage pre-performance work	2.1 Assess progress of work against timelines 2.2 Manage deadlines according to production briefings 2.3 Communicate with required personnel to ensure that all technical pre-show checks are completed within required timeframes 2.4 Confirm technical elements are operating as required 2.5 Communicate with required personnel to confirm that staging elements and equipment are correctly placed on or backstage according to design specifications and work health and safety requirements 2.6 Confirm cast and crew valuables are secured according to organisational policy 2.7 Communicate pre-show announcements to cast and crew as required 2.8 Confirm work health and safety issues have been addressed according to relevant legislation and organisational procedures 2.9 Liaise with front of house staff regarding production schedule
3. Manage performances	3.1 Use reference materials to ensure accurate and timely delivery of performances 3.2 Provide clear cues, calls and announcements according to production schedules 3.3 Confirm technical cues are actioned according to performance requirements 3.4 Monitor performances and resolve problems with minimum disruption to performances 3.5 Take notes on errors, omissions, breakages and other variations in performances 3.6 Communicate with cast and crew regularly throughout performances
4. Complete post-show duties	4.1 Complete own regular post-show procedures 4.2 Supervise post-performance procedures 4.3 Distribute corrective notes to cast and crew following performances as required 4.4 Discuss repairs and non-regular maintenance as required 4.5 Seek feedback from front of house on performances as required 4.6 Write and distribute performance reports according to

ELEMENT	PERFORMANCE CRITERIA
	organisational procedures 4.7 Update production documentation as required 4.8 Self-assess performance and implement feedback as required

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	• Uses feedback from others and self-evaluation to identify ways to improve own performance
Reading	• Interprets production documentation in relation to own role
Oral communication	• Seeks the views and opinions of others and obtains information using listening and questioning techniques • Discusses ideas and solutions using clear language to contribute information and express requirements
Numeracy	• Keeps track of timings during performances so that cues are actioned at appropriate times
Self-management	• Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes • Takes responsibility for meeting work health and safety requirements within scope of own role • Stays calm under the pressure of stage managing performances
Teamwork	• Collaborates to achieve joint outcomes • Leads effective group interaction and direction
Initiative and enterprise	• Demonstrates initiative in dealing with variations to performances and the unexpected during live performances • Applies knowledge of technical equipment operation to stage management duties
Problem solving	• Undertakes tasks involved in preparing for and staging performances to meet production requirements and timelines • Anticipates and resolves problems that could disrupt the smooth running of performances • Responds to problems requiring immediate attention, drawing on past experience to devise solutions
Technology	• Uses standard word processing software to prepare reports • Distributes information electronically

Unit Mapping Information

Supersedes and is equivalent to CUASMT602 Stage manage performances.

Links

Companion Volume Implementation Guide is found on VETNet -

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