



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CUE60303 Advanced Diploma of Stage Management**

**Revision Number: 1**

## CUE60303 Advanced Diploma of Stage Management

### Modification History

Not applicable.

### Description

#### Descriptor

This qualification reflects the role of a stage manager. As such it reflects the role of individuals who analyse, diagnose, design and execute judgements across a broad range of technical or management functions and who have a wide range of specialised technical, creative or conceptual skills. They are also responsible for group outcomes. This precise nature and scope of this role varies between workplaces, as does the career pathway to stage management. To reflect this situation, the qualification allows for a broad choice of elective options while ensuring a level of integrity in the core units.

#### Job roles

- Stage manager.
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### Pathways Information

#### Qualification pathways

##### *Pathways into the qualification*

The pathways to this qualification are diverse in nature and may include technical production and production management. Higher education qualifications, such as Bachelor Degrees, are also available in this area.

Candidates may enter the qualification with limited vocational experience and without a relevant lower-level qualification.

### Licensing/Regulatory Information

#### Licensing, legislative, regulatory and certification considerations

There are no licensing, legislative, regulatory or certification issues that affect this qualification. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

### Entry Requirements

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills required by the entertainment industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options. This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• providing briefings and directions to cast and crew</li> <li>• reading and interpreting musical scores</li> <li>• notating a score</li> <li>• making public announcements</li> <li>• interpreting production call reference material</li> <li>• calling the production/event and providing cues</li> <li>• developing cue reference material</li> <li>• communicating with people from diverse cultural backgrounds</li> <li>• creating and distributing rehearsal documentation</li> <li>• developing and maintaining industry networks</li> <li>• negotiating arrangements</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• coordinating cast and crew during performances</li> <li>• working collaboratively on productions with cast and crew</li> <li>• facilitating effective communication between participants</li> <li>• seeking feedback on draft production documentation from colleagues</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• developing/brokering solutions to problems which occur during performances and/or on tour</li> <li>• resolving conflict between participants</li> <li>• dealing with problems that arise from diversity issues</li> <li>• working out transport arrangements that will prevent damage to set items</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• identifying potential problems and responding quickly to minimise negative impact</li> <li>• organising work assignments within team to facilitate innovative practice</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• analysing performance outline/script to determine production requirements</li> <li>• assessing artistic and technical requirements of a production to create production reference documents</li> <li>• overseeing total production set-up</li> <li>• assessing overall readiness for production commencement</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"> <li>• maintaining and filing production documentation</li> <li>• organising materials, props and equipment for technical rehearsals</li> <li>• researching potential rehearsal venues</li> <li>• coordinating venue set-up</li> <li>• developing and implementing plans for touring a production</li> <li>• calculating the number of people needed for bump in/bump out</li> <li>• identifying risk factors and taking action to minimise risk</li> <li>• doing cost estimates and managing budgets</li> <li>• coordinating the purchase or hire of equipment/supplies</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• acting within the scope of individual authority</li> <li>• demonstrating leadership qualities and being a role model</li> <li>• managing own time effectively to meet production deadlines</li> <li>• following workplace procedures, including OHS</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• participating in rehearsals</li> <li>• coaching colleagues in ways of accepting diversity in relation to colleagues and customers</li> <li>• identifying training needs in relation to diversity issues</li> <li>• keeping up to date with industry developments</li> <li>• providing coaching to team members on innovation in the workplace and OHS</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• using two-way communication and public address systems</li> <li>• using the internet for research</li> <li>• using a computer to create production documentation</li> </ul>

## Packaging Rules

<b>Packaging Rules</b>
<p><b>Total number of units = 25</b></p> <p><b>11 core units</b></p> <p><b>5 Group A units</b></p> <p><b>9 elective units</b></p> <p>The <b>9 elective units</b> may be selected from the <b>Group A</b> and/or <b>Group B units</b> listed below or may include any unit of competency from any endorsed Training Package. <b>4 of these elective units</b> may be selected from any accredited course. Elective units must</p>

**Packaging Rules**

be chosen at the same qualification level.

Electives must be relevant to the work outcome, local industry requirements and the qualification level.

**Core units****Finance**

CUEFIN02C Manage a budget

**Health, safety and security**

CUEOHS01C Implement workplace health, safety and security procedures

BSBR501A Manage risk

**Industry capability**

CUEIND01D Source and apply entertainment industry knowledge

**Human resources**

BSBMGT502B Manage people performance

**Stage management**

CUESMT05C Stage manage the production/event

CUESMT08B Call the production/event

CUESMT10B Organise and facilitate rehearsals

CUESMT12B Analyse performance outline/script

**Technical workplace management**

CUETEM06B Organise and monitor bump in/bump out

CUETEM08B Realise productions

**Group A units (specialist)****Audio/sound**

CUSSOU501A Develop sound designs

CUSSOU503A Implement sound design

CUSSOU601A Manage production of sound designs

CUSSOU602A Manage production of sound recordings

**Costume**

**Packaging Rules**

CUECOS405A Coordinate costume manufacture

CUFCOS501A Manage an off-site wardrobe department

**Front of house**

CUEFOH06C Manage venue services

WRRM1B Merchandise products

**Lighting**

CUELGT07C Record and operate lighting using advanced techniques

CUFLGT402A Set up, record and operate lighting cues and effects

CUFLGT501A Conceive and develop lighting designs

**Make-up**

CUFMUP401A Design, apply and remove make-up

CUFMUP501A Design and apply specialised make-up

CUFMUP502A Design and apply special make-up effects

**Props**

CUEPRP02B Research, obtain and prepare props

CUEPRP501A Conceive, develop and realise props designs

CUESET04C Use research, innovation and experimentation to create props

CUESET17B Develop props construction plans to meet design requirements

**Scenic art**

CUESCE04C Use research, innovation and experimentation to produce scenic art

CUESCE08B Realise scenic art designs

**Sets**

CUESET07C Use research, innovation and experimentation to create sets

CUESET11B Develop set construction plans to meet design requirements

CUESET501A Conceive, develop and realise set designs

**Stage management**

CUESMT06C Plot technical requirements from scores

CUESMT09B Plot and rehearse cues

CUESMT11B Create, update and use production reference documents

**Staging**

CUESTA01C Install staging elements

CUESTA06B Apply a general knowledge of theatrical rigging

## Packaging Rules

### Technical workplace management

CUETEM03C Establish and manage production requirements and resources

CUETEM07B Tour the production

### Group B units

#### Administration and management

BSBADM502B Manage meetings

BSBPMG510A Manage projects

BSBPUR501B Develop, implement and review purchasing strategies

BSBRISK501A Manage risk

CUEFIN01C Develop a budget

CUFCMP501A Manage and exploit copyright arrangements

CUVADM02B Plan work space

FNSICGEN402B Participate in negotiations

SITXGLC001A Develop and update legal knowledge required for business compliance

#### Audio

CUESOU03C Operate professional audio equipment

CUESOU07B Apply a general knowledge of audio to work activities

#### Creative process

BSBCRT501A Originate and develop concepts

BSBCRT601A Research and apply concepts and theories of creativity

#### Event management

CUEEVT03B Integrate knowledge of creative and technical production into management processes

SRXEVT007B Manage spectators at an event or program

#### Finance

SITXFIN007A Manage physical assets

SITXFIN008A Manage financial operations

#### Human resources

BSBWOR502A Ensure team effectiveness

#### Industry practice

BSBCON601A Develop and maintain business continuity plans

**Packaging Rules**

BSBCON701A Establish and renew the business continuity management framework and strategies

CUEIND02B Research and evaluate theatrical references to inform industry practice

CUVIND501A Maintain and apply creative arts industry knowledge

**Lighting**

CUFLGT101A Apply a general knowledge of lighting to work activities

CUFLGT302A Record and operate standard lighting cues

**OHS**

BSBOHS505B Manage hazards in the work environment

CUEOHS02C Establish and maintain a safe and secure workplace

**Production management**

CUETEM03C Establish and manage production requirements and resources

CUEPMT11B Manage the production process

CUFPPM408A Compile production schedules

**Staging**

CUESTA02C Operate staging elements

CUESTA05C Apply a general knowledge of staging to work activities

**Technical general**

CPCCCM1005A Carry out measurements and calculations

CPCCCM2001A Read and interpret plans and specifications

CUETGE15B Handle physical elements safely during bump in/bump out

**Technical workplace management**

CUETEM01C Coordinate production operations

CUETEM09B Manage diversity

**Sustainability**

BSBSUS501A Develop workplace policy and procedures for sustainability

**Vision systems**

CUEAUD02C Prepare, rig, test and modify vision systems

CUEAUD03C Operate vision systems

CUEAUD06B Apply a general knowledge of vision systems to work activities

**Selecting electives for different outcomes**

The context for this qualification varies, and this must guide the selection of elective



**Packaging Rules**

units. Examples of appropriate elective units for particular outcomes at this level follow.

**Stage manager in a theatre**

Core units plus:

- BSBADM502B Manage meetings
- BSBPMG510A Manage projects
- BSBPUR501B Develop, implement and review purchasing strategies
- CUEEVT03B Integrate knowledge of creative and technical production into management processes
- CUEIND02B Research and evaluate theatrical references to inform industry practice
- CUEPRP02B Research, obtain and prepare props
- CUEOHS02C Establish and maintain a safe and secure workplace
- CUESMT06C Plot technical requirements from scores
- CUESMT09B Plot and rehearse cues
- CUESMT11B Create, update and use production reference documents
- CUETEM07B Tour the production
- CUETEM09B Manage diversity
- FNSICGEN402B Participate in negotiations
- SRXEVT007B Manage spectators at an event or program