CUE60303 Advanced Diploma of Stage Management
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Modification History

<table>
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<th>Release</th>
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| Release 2 | Qualification updated in *CUE03 Entertainment Training Package version 3.2*  
Typographical error corrected in Packaging Rules. |
| Release 1 | This qualification first released with *CUE03 Entertainment Training Package version 1.0* |
Description
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.

Pathways Information
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

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.

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<tr>
<th>Employability Skill</th>
<th>Industry/enterprise requirements for this qualification include:</th>
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| Communication              | • providing briefings and directions to cast and crew  
• reading and interpreting musical scores  
• notating a score  
• making public announcements  
• interpreting production call reference material  
• calling the production/event and providing cues  
• developing cue reference material  
• communicating with people from diverse cultural backgrounds  
• creating and distributing rehearsal documentation  
• developing and maintaining industry networks  
• negotiating arrangements                                                                                                                                 |
| Teamwork                   | • coordinating cast and crew during performances  
• working collaboratively on productions with cast and crew  
• facilitating effective communication between participants  
• seeking feedback on draft production documentation from colleagues                                                                                                                                 |
| Problem-solving            | • developing/brokering solutions to problems which occur during performances and/or on tour  
• resolving conflict between participants  
• dealing with problems that arise from diversity issues  
• working out transport arrangements that will prevent damage to set items                                                                                                                                 |
| Initiative and enterprise  | • identifying potential problems and responding quickly to minimise negative impact  
• organising work assignments within team to facilitate innovative practice                                                                                                                                 |
| Planning and organising    | • analysing performance outline/script to determine production requirements  
• assessing artistic and technical requirements of a production to create production reference documents  
• overseeing total production set-up  
• assessing overall readiness for production commencement  
• maintaining and filing production documentation  
• organising materials, props and equipment for technical rehearsals                                                                                                                                 |
- researching potential rehearsal venues
- coordinating venue set-up
- developing and implementing plans for touring a production
- calculating the number of people needed for bump in/bump out
- identifying risk factors and taking action to minimise risk
- doing cost estimates and managing budgets
- coordinating the purchase or hire of equipment/supplies

Self-management
- acting within the scope of individual authority
- demonstrating leadership qualities and being a role model
- managing own time effectively to meet production deadlines
- following workplace procedures, including OHS

Learning
- participating in rehearsals
- coaching colleagues in ways of accepting diversity in relation to colleagues and customers
- identifying training needs in relation to diversity issues
- keeping up to date with industry developments
- providing coaching to team members on innovation in the workplace and OHS

Technology
- using two-way communication and public address systems
- using the internet for research
- using a computer to create production documentation

Packaging Rules

Total number of units = 25
11 core units
5 Group A units
9 elective units

The 9 elective units may be selected from the Group A and/or Group B units listed below or may include any unit of competency from any endorsed Training Package. 4 of these elective units may be selected from any accredited course.

Electives must be relevant to the work outcome, local industry requirements be at an appropriate qualification level.
Core units

Finance
CUEFIN02C  Manage a budget

Health, safety and security
CUEOHS01C Implement workplace health, safety and security procedures
BSBRSK501A  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
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

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
BSBRSK501A 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
BSBCON701A Establish and renew the business continuity management framework and strategies
CUEEIND02B 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 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