



Australian Government

Department of Education, Employment and Workplace Relations

CUESMT10B Organise and facilitate rehearsals

Revision Number: 1

CUESMT10B Organise and facilitate rehearsals

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the skills and knowledge required to coordinate the overall rehearsal process for live productions/events.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Coordinating rehearsals is typically the role of a production manager or stage manager in conjunction with a producer or director.</p> <p>The core of the job involves setting up the logistics and communication channels to ensure rehearsals run smoothly. It entails preparing essential documentation, liaising with cast and crew, and locating and preparing rehearsal venues.</p> <p>This unit has linkages to a range of other stage management units, and combined training and/or assessment with those units may be appropriate, e.g.:</p> <ul style="list-style-type: none"> • CUESMT11B Create, update and use production reference documents • CUESMT12B Analyse performance outline/script.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select and secure rehearsal venue	1.1. Determine requirements for <i>rehearsal facilities</i> through liaison with <i>relevant personnel</i> and analysis of production documentation 1.2. Develop accurate and complete specifications for <i>rehearsal</i> venues to facilitate the rehearsal process 1.3. Research potential rehearsal venues using appropriate information sources and research methods 1.4. Assess suitability of venues based on comparison of services against specifications 1.5. Complete a risk assessment on potential venues and integrate findings into selection and planning processes 1.6. Negotiate and liaise with personnel from potentially suitable venues to ensure requirements can be met and to address any potential problem areas 1.7. Provide clear and accurate briefings on venue options to relevant colleagues, including recommendations and rationale 1.8. Confirm venue arrangements accurately in writing when the selection process is finalised
2. Coordinate physical elements for rehearsal	2.1. Measure and mark up the rehearsal facilities according to the production design/specifications 2.2. Organise all required <i>physical elements</i> in accordance with rehearsal schedule and daily requirements 2.3. Arrange appropriate and timely transportation of physical elements at the rehearsal facility in accordance with production specifications 2.4. Ensure that physical elements are correctly set-up, checked by relevant colleagues and are operating in accordance with design specifications 2.5. Monitor the set-up to ensure that occupational and public health and safety requirements are adhered to 2.6. Advise relevant personnel and <i>performers</i> of the nature and limitations of physical elements
3. Create and distribute rehearsal documentation	3.1. Correctly identify the information and <i>documentation</i> required by all those involved in rehearsals 3.2. Circulate relevant, current and accurate information

ELEMENT	PERFORMANCE CRITERIA
	<p>to relevant personnel in a timely manner</p> <p>3.3. Develop schedules in accordance with provisions in the relevant award and enterprise agreements and budget</p> <p>3.4. Amend schedules and production documentation as necessary to reflect any required changes and distribute to relevant personnel</p>
4. Facilitate communication during rehearsal	<p>4.1. Deal with <i>creative and technical participants</i> in a tactful and sensitive manner and take into account any cultural or language differences</p> <p>4.2. Communicate with creative and technical participants regularly throughout the rehearsal process in an open manner to maintain positive working relations</p> <p>4.3. Broker the resolution of any technical problems by facilitating discussions between performers and technical crew</p> <p>4.4. Take appropriate action to meet requirements of creative and technical participants</p>
5. Participate in rehearsals	<p>5.1. Participate in rehearsals, providing technical assistance as required</p> <p>5.2. Monitor rehearsals and stage manage, if required, in accordance with the production requirements</p> <p>5.3. Calculate and record performance timings for use in production documents</p> <p>5.4. Participate in production meetings or post-rehearsal note sessions to identify any production problems and resolve with the minimum of disruption to the rehearsal process and budget</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication and conflict resolution skills in relation to the types of issues that arise during rehearsals with various stakeholders
- literacy skills sufficient to conduct research and develop complex documentation

Required knowledge

- different types of rehearsal venue requirements for varying types of production
- information sources for venue information
- features and requirements of typical venue contracts
- overall knowledge of technical and artistic elements of the production
- roles and responsibilities of those involved in the rehearsal process
- the possibilities and limitations of staging and technical rehearsal elements
- differences between the elements used during the rehearsal and the actual production elements
- relevant industrial awards for performers and technicians, particularly in relation to scheduling rehearsal times
- relevant occupational health and safety legislation and regulations, particularly in relation to the set-up and safe operation of a rehearsal area
- content and format of production documentation

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The following evidence is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"> • ability to source and oversee the set-up of an appropriate rehearsal venue which meets the production needs • ability to effectively communicate and resolve conflicts in the context of production rehearsals • knowledge of the technical aspects of the rehearsal process.
Context of and specific resources for assessment	<p>The assessment context must provide for:</p> <ul style="list-style-type: none"> • practical demonstration of skills through the sourcing and set-up of a rehearsal facility for an actual production, plus the facilitation of the rehearsal process • interaction with and involvement of a production and performance team involved in the rehearsal process.
Method of assessment	<p>Assessment may incorporate a range of methods to assess practical skills and the application of essential underpinning knowledge, and might include:</p> <ul style="list-style-type: none"> • direct observation of the candidate working within the rehearsal context • review of schedules and other production documentation prepared by the candidate • evaluation of report completed by the candidate on the management of rehearsals, challenges faced and how these were overcome • written or oral questioning to assess knowledge of industrial awards and occupational health and safety legislation and regulation • review of portfolios of evidence and third party workplace reports of on-the job performance by the candidate. <p>Assessment methods should closely reflect workplace</p>

EVIDENCE GUIDE	
	demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Assessment of this unit requires access to: <ul style="list-style-type: none">• potential and actual venues where rehearsals could realistically take place• physical production elements• relevant industrial awards• relevant occupational health and safety regulations.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Rehearsal facilities</i> may be:	<ul style="list-style-type: none"> • hired from another organisation • located at the actual production/event venue • located off-site from the venue • part of the organisation's facility
<i>Relevant personnel</i> /technical and artistic production team may include:	<ul style="list-style-type: none"> • all technicians, e.g. sound, lighting • artistic director • assistant stage manager • choreographer • designer • designers • extras • non-regular performers • performers • production manager • staging personnel • technical director • venue management
<i>Rehearsals</i> may be conducted:	<ul style="list-style-type: none"> • in a totally independent space • in the actual performance/production/event space
<i>Physical elements</i> required for rehearsal may include:	<ul style="list-style-type: none"> • mirrors • musical instruments • notice board • production desk • props and costumes • resin box • secure storage • sets • storage for personal property • suitable flooring • technical equipment • waiting area

RANGE STATEMENT	
	<ul style="list-style-type: none"> • warm-up area • other support facilities
<i>Performers</i> may be:	<ul style="list-style-type: none"> • actors • conference speakers • masters of ceremony • musicians • non-regular performers • panel members, e.g. a debating team • public speakers • regular cast members • singers • special guests • non-regular performers, e.g. <ul style="list-style-type: none"> • extras • replacements • second cast • supernumeraries • swings • understudies
Rehearsal <i>documentation</i> may include:	<ul style="list-style-type: none"> • accident report form • agent list • artists call sheet, e.g. publicity call sheets • bump-in schedules • company/organisation lists • contact lists • distribution lists • dressing room lists • front-of-house information • ground plans • memos • petty cash forms • preliminary cue synopses • production meeting agenda • production meeting minutes • production plans • production schedules • props lists • rehearsal reports • rehearsal schedules

RANGE STATEMENT	
	<ul style="list-style-type: none"> • scene breakdown/working division • scenery lists • technical plots, eg fly plots and dome plots • texts • time sheets • tour itineraries • understudy/covers list • venue information • wardrobe lists
Requirements of <i>creative and technical participants</i> may relate to:	<ul style="list-style-type: none"> • costume fittings • counselling of staging and technical crew • organisation of all types of calls • organisation of publicity materials/events • publicity events • specialist calls, e.g. music, voice, dance • training

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - stage management
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Co-requisite units

Co-requisite units	