



Australian Government

CUAADM302 Book performance venues

Release: 1

CUAADM302 Book performance venues

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to source and book appropriate venues for performances in terms of location, safety, size, acoustic qualities and appropriateness for performance styles.

It applies to individuals who operate as artist/band managers, booking agents, marketing and promotions officers, or self-employed (independent) performers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Administration – general administration

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. Research performance venues	1.1 Identify the location and audience demographic of potential venues in consultation with relevant people 1.2 Identify the operational and technical capabilities and any regulatory, licensing or permit requirements for potential venues, using appropriate sources 1.3 Assess ability of venues to cater to specific needs of audience and performers 1.4 Compare and assess the suitability of venues based on their market position 1.5 Maintain an accurate record of the market position of potential venues, including costs

ELEMENT	PERFORMANCE CRITERIA
2. Finalise booking arrangements	2.1 Liaise with venue personnel to ensure proposed performance complements image and tone of venue 2.2 Liaise with performers to ensure proposed venue complements style and genre of performance 2.3 Contribute to risk analyses to confirm safety and security requirements are met, and that performances are financially viable 2.4 Negotiate and confirm special arrangements with venue as required 2.5 Confirm and complete booking documentation, record details and promptly circulate to all parties

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2-1.4	Evaluates and integrates information about venues to assess suitability for the relevant performance
Writing	1.5, 2.5	Records specific information which conveys an understanding of requirements and outcomes
Oral Communication	1.1, 2.1, 2.2, 2.4, 2.5	- Participates in a verbal exchange of ideas and elicits the views of others through listening and questioning - Uses a range of persuasive responses appropriate to audience and context
Numeracy	1.4, 1.5, .2.3	Selects and uses familiar mathematical techniques to calculate costs, conduct cost-benefit analyses and make comparisons
Navigate the world of work	1.2, 1.3, 2.3	Understands and adheres to legislative requirements relevant to own role
Interact with others	1.1, 2.1, 2.2, 2.4, 2.5	- Follows accepted consultation and communication practices to negotiate agreed outcomes - Collaborates with others to achieve clarity and understanding
Get the work done	1.1-1.4, 2.1, 2.2, 2.4, 2.5	- Plans and prioritises a range of routine tasks to achieve goals in a timely manner - Uses problem solving skills to identify and analyse

		financial and safety risks
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAADM302 Book performance venues	CUSEVT301A Book performance venues	Updated to meet Standards for Training Packages. Minor edits to performance criteria to clarify intent.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for CUAADM302 Book performance venues

Modification History

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Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Performance Evidence

Evidence of the ability to:

- research, source and secure an appropriate performance venue
- negotiate and agree on arrangements for performance with others
- estimate and calculate performance costs
- assist in identifying risks associated with the safety and financial viability of a performance
- maintain records of potential venues and booking documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain the factors used to identify the market position of potential venues
- list and briefly describe suitable sources of information about venues
- explain a range of specific needs of individuals to consider when choosing a venue
- outline basic risk analysis principles as applied to safety and financial viability of performances
- describe compliance requirements of performance venues, including safety and security.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- information about venues
- access to legislative and regulatory material about venue safety, security and licensing

- interaction with others
- case studies or, where possible, real situations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

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