



Australian Government

CUAPPM501 Manage small-scale live productions

Release: 2

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Modification History

Release	Comments
Release 2	This version released with CUA Creative Arts and Culture Training Package version 2.0. Updated assessment conditions section. Updated modification history section to reflect changed name of training package.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 1.0.

Application

This unit describes the performance outcomes, skills and knowledge required to plan and manage technical, creative and logistical aspects of small-scale live productions.

Individuals who apply these skills are expected to display a high level of initiative and judgement as they take responsibility for organising, planning and coordinating the work of individuals and teams involved in staging productions.

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

Unit Sector

Performing arts - production management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and organise technical aspects of productions	1.1 Form production teams and initiate production meetings 1.2 Choose and evaluate venues in light of safety, technical and creative requirements 1.3 Oversee and contribute to developing, documenting and distributing technical plans and schedules 1.4 Allocate technical roles and responsibilities to relevant personnel as required

	1.5 Advise relevant personnel of technical and safety issues 1.6 Provide assistance and guidance so that technical tasks are completed promptly
2. Plan and organise creative aspects of productions	2.1 Form creative teams and initiate creative planning meetings 2.2 Oversee and contribute to the development, documentation and distribution of creative plans and schedules 2.3 Allocate creative roles and responsibilities of relevant personnel as required 2.4 Provide assistance and guidance so that creative tasks are completed promptly 2.5 Anticipate issues that may disrupt the smooth running of productions and plan accordingly
3. Plan and organise technical and creative rehearsals	3.1 Allocate sufficient rehearsal time to live productions to achieve production requirements 3.2 Prepare a bump in schedule and brief personnel accordingly 3.3 Mark out and prepare performance area according to production requirements 3.4 Allocate change rooms or areas in appropriate locations with sensitivity to cultural differences and special needs 3.5 Establish and communicate in-venue safety procedures to relevant personnel according to health and safety requirements 3.6 Advise relevant personnel of safety issues that may affect the production 3.7 Conduct creative and technical rehearsals efficiently and to schedule 3.8 Update and distribute production documentation on last-minute changes arising from technical or creative rehearsals as required
4. Manage pre-production activities	4.1 Monitor progress of pre-production technical and creative tasks and take action to ensure that production schedules are met 4.2 Consult with relevant personnel to determine need for additional resources and take action to ensure pre- and post-production requirements are met 4.3 Monitor the set-up of video and sound equipment if live performances are to be recorded 4.4 Maintain and promote positive work relationships and regular communication throughout production runs
5. Manage operations	5.1 Ensure backstage announcements and call cues are relayed clearly so performers and relevant personnel are in appropriate

during performances	locations to meet performance requirements 5.2 Ensure audience announcements are clear and accurate 5.3 Manage and monitor duty of care regarding health and safety requirements in a performance environment 5.4 Monitor technical aspects of performances and offer creative solutions to unforeseen problems as required 5.5 Ensure scene, prop and costume changes are undertaken safely and on time
6. Manage post-production activities	6.1 Establish timeframes and task schedules for post-production and bump out activities 6.2 Allocate and communicate tasks to relevant personnel promptly 6.3 Monitor progress of bump out to ensure that schedules are met 6.4 Discuss and review productions with relevant personnel and identify and suggest improvements for future productions

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	1.3, 2.2, 3.5, 4.1	- Interprets and reviews production documentation in relation to own duties - Understands relevant health and safety policies and procedures
Writing	1.1, 1.3, 2.1, 2.2, 3.6, 3.8, 4.1, 6.1, 6.4	- Prepares and updates documentation in relation to the staging of live productions - Records outcomes of reviews
Oral Communication	1.1, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 3.2, 3.5, 3.6, 3.7, 4.2, 4.4, 5.1, 5.2, 5.3, 5.4, 6.2, 6.4	- Seeks the views and opinions of others - Obtains information by listening and questioning - Uses clear language to contribute information and express requirements - Participates in complex formal and informal conversations relevant to own role, initiating and taking the lead where appropriate
Numeracy	1.1, 1.3, 2.2, 3.2, 3.3, 6.1,	- Interprets scale plans and production spaces - Calculates time requirements for tasks

	6.3	Monitors performance against timeframes
Navigate the world of work	1.2, 1.3, 1.6, 2.4, 3.1, 3.5, 3.6, 3.7, 3.8, 4.1, 5.3, 5.5, 6.1, 6.2, 6.3	- Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes - Takes responsibility for meeting legal and regulatory requirements within scope of own role - Applies organisational procedures when managing live productions - Manages time efficiently to meet work deadlines
Interact with others	1.1, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 3.5, 3.6, 3.8, 4.2, 4.4, 5.1, 5.3, 5.4, 5.5, 6.2, 6.4	- Collaborates to achieve joint outcomes and takes a leadership role to help facilitate effective group interaction and direction - Mentors team members on the job
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 4.1, 4.2, 4.3, 5.1, 5.4, 5.5, 6.1, 6.2, 6.3, 6.4	- Sequences and schedules complex activities, monitors implementation and manages relevant communication - Assembles documentation on production requirements in a logical sequence - Reviews progress against goals, adjusting plans and resources to cope with contingencies - Demonstrates initiative in dealing with the unexpected during performances - Anticipates and takes action to minimise potential problems that could disrupt productions - Demonstrates a commitment to improvement by contributing to evaluations of production services - Distributes information electronically - Uses standard word processing and spreadsheet applications to prepare workplace documentation - Applies knowledge of technical equipment to production management duties

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUAPPM501 Manage small-scale live productions	CUAPPM501 Manage small-scale live productions	Updated assessment conditions section. Updated modification	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
(Release 2)	(Release 1)	history section to reflect changed name of training package.	

Links

Companion Volume implementation guides are found in VETNet -

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