



Australian Government

CUASMT501 Stage manage productions and events

Release: 2

CUASMT501 Stage manage productions and events

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 coordinate production and technical services for productions and events produced by external companies or community organisations in the entertainment and events industries.

Individuals who apply these skills are expected to display initiative, judgement and responsibility as they use high level communication and coordination skills to ensure that productions and events run smoothly.

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

Unit Sector

Media and entertainment production - stage 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.Prepare for stage management operations	1.1 Consult with personnel and clients as required to confirm production or event structure and requirements 1.2 Prepare running sheets, schedules and other planning documents based on production information and documentation 1.3 Prepare and distribute in a timely fashion, notes from meetings on production requirements, communication with clients, and stage

	management procedures 1.4 Monitor pre-production preparations and liaise with venue or site staff to anticipate and resolve issues that could disrupt productions or events
2. Run productions	2.1 Manage crew and cast arrivals 2.2 Monitor production and performance elements and take appropriate action to deal effectively with unforeseen occurrences 2.3 Use reference materials appropriately to ensure the accurate and timely running of productions 2.4 Communicate production changes promptly to all relevant personnel, ensuring all changes meet production standards 2.5 Ensure the movement of physical elements occurs according to running sheets, timing and safety procedures 2.6 Operate technical equipment as required
3. Communicate effectively with cast and crew	3.1 Provide appropriate briefings and materials to cast and crew prior to performances 3.2 Liaise with cast and crew promptly regarding pre-performance requirements 3.3 Communicate with cast and crew regularly throughout productions in an open, clear and concise manner to maintain efficient, safe and disciplined production practices and effective work relationships 3.4 Provide clear and appropriate instructions to ensure production requirements are met
4. Finalise stage management operations	4.1 Organise the clearance and cleaning of venues and sites as required 4.2 Prepare and distribute performance reports to relevant personnel 4.3 Contribute to evaluations and continuous improvement of productions or events and adjust own work procedures accordingly 4.4 Adjust production documentation as required to ensure consistency and quality of future stage management operations 4.5 Return all updated production documentation to relevant personnel

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
Learning	4.3	Interprets information from evaluation to enhance own performance
Reading	1.2, 2.3	Interprets production documentation in relation to own role
Writing	1.2, 1.3, 4.2, 4.5	Prepares documents and reports in relation to stage management operations
Oral communication	1.1, 1.3, 1.4, 2.1, 2.2, 2.4, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3	- Seeks the views and opinions of others - Obtains information by listening and questioning - Discusses ideas and solutions - Uses clear language to contribute information and express requirements
Navigate the world of work	1.2, 1.3, 2.4, 2.5, 4.1	- Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes - Takes responsibility for meeting regulatory requirements within scope of own role - Applies organisational procedures when stage managing live productions
Interact with others	1.1, 1.3, 1.4, 2.1, 2.2, 2.4, 3.1, 3.2, 3.3, 3.4, 4.2, 4.4	- Recognises the importance of building rapport with creative and technical personnel in order to establish effective work relationships - Demonstrates reliability and integrity in dealings with others
Get the work done	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.5	- Plans and undertakes stage management tasks for productions and events in a logical sequence - Manages time efficiently to meet work deadlines - Responds to problems requiring immediate attention, drawing on past experience to devise solutions - Demonstrates initiative by anticipating and taking action to minimise potential problems that could disrupt productions - Applies knowledge of technical equipment

		operation to stage management duties • Distributes information electronically • Uses standard word processing and spreadsheet applications to prepare workplace documentation
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASMT501 Stage manage productions and events (Release 2)	CUASMT501 Stage manage productions and events (Release 1)	Updated assessment conditions section. Updated modification history section to reflect changed name of training package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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