



Australian Government

CUASMT504 Manage audition support services

Release: 2

CUASMT504 Manage audition support services

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 logistical aspects of auditions for performers in productions in the screen, media, entertainment and events industries.

Individuals who apply these skills are expected to display initiative, judgement and responsibility as they use high level communication, time management and coordination skills to manage audition support services.

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 to support audition process	1.1 Consult with representatives of audition panels to clarify format for auditions and requirements in relation to documentation, materials and equipment 1.2 In consultation with relevant personnel, produce sufficient copies of audition forms, schedules, appointment lists and other required documents 1.3 Distribute parts and information about audition format and

	appointments to agents or performers as required 1.4 Issue calls for other personnel required to participate in auditions and confirm their attendance 1.5 Obtain required materials and equipment and supervise set-up in waiting areas and audition rooms 1.6 Review preparations to ensure audition schedule and process comply with legislative requirements and to identify and address issues that could disrupt them
2. Manage auditions	2.1 Brief assistants and minders on support services required and facilitate their work as appropriate throughout auditions 2.2 Use effective communication techniques to greet and check in auditioning performers and collect required information 2.3 Distribute résumés, photos, audition forms and other information to audition panels in a timely way and in the required format 2.4 Direct auditioning performers to audition rooms at the appropriate time and introduce them to audition panels 2.5 Monitor schedule and appointments list and advise waiting performers of delays and audition panel of no-shows 2.6 Deal effectively with unforeseen occurrences and emergency situations as required
3. Finalise audition operations	3.1 Supervise removal of materials and equipment and ensure that waiting areas and audition rooms are restored to original condition 3.2 In consultation with audition panel finalise audition documentation and determine requirements for call-backs 3.3 Follow up call-backs through agents or with performers as required 3.4 Collate and file audition documents 3.5 Contribute to evaluations and continuous improvement of audition services and adjust own work procedures accordingly

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
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Learning	3.5	Interprets information from evaluation to enhance own performance
Reading	1.1, 1.3, 2.3, 2.5, 3.4	Interprets audition documentation relevant to own role
Writing	1.2, 3.2	Prepares documents in relation to audition support services
Oral communication	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, 3.5	- Briefs personnel involved in audition support services - Employs effective communication skills with members of audition panels, performers and others involved in the audition process
Navigate the world of work	1.1, 1.6, 2.3	- 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 managing audition support services
Interact with others	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.5, 2.6, 3.1 3.2, 3.3, 3.5	- Works collaboratively with performers and others involved in auditions - Supervises set up - Demonstrates reliability and integrity in dealings with others
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, 2.6, 3.1 3.2, 3.3, 3.4	- Plans and undertakes administrative and coordination tasks in relation to audition support services in a logical sequence - Manages time efficiently to meet audition schedule - 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 auditions - Uses standard word processing and spreadsheet applications to prepare audition documentation - Distributes information electronically

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASMT504 Manage audition support services (Release 2)	CUASMT504 Manage audition support services (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.education.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>