



Australian Government

CUASMT517 Assist in stage managing and calling performances

Release: 2

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Modification History

Release	Comments
Release 2	This version first released with CUA Creative Arts and Culture Training Package version 5.1. Version created to correct unit mapping error.
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

Application

This unit describes skills and knowledge required to undertake a wide range of administrative and organisational tasks associated with assisting backstage operations for productions in the entertainment and events industries. It involves venue preparation, stage management and calling performances during productions.

The unit applies to those who work autonomously in a team environment as they share responsibility for ensuring that all logistical aspects of performances 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

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. Assist with bump in and preparation of venues	1.1 Update production documentation and confirm reference materials are correct after final rehearsal run in consultation with required personnel 1.2 Set up cast and backstage areas, display production information on company noticeboard, and organise sign-in sheets 1.3 Participate in plotting sessions

ELEMENT	PERFORMANCE CRITERIA
	1.4 Confirm entrances and exits from stage are unobstructed 1.5 Mark level changes on and off set 1.6 Assist with safety briefing and backstage orientation for performers and crew 1.7 Monitor preparations and anticipate and resolve problems that could disrupt performances 1.8 Confirm communication equipment is fully operational and take action to restore functionality as required
2. Assist with technical and dress rehearsals	2.1 Provide crew with documentation from rehearsal for input by them during technical and dress rehearsals 2.2 Assist with safety rehearsals and integration of technical elements into potentially hazardous sequences 2.3 Follow setting and running documentation from rehearsal 2.4 Facilitate communication between required team members 2.5 Provide assistance to stage manager, creative personnel and others as required 2.6 Record and action feedback from management 2.7 Develop set-up, performance and post-show routine and complete supporting documentation
3. Prepare for performances	3.1 Make backstage time calls and confirm pre-performance work is carried out according to schedules 3.2 Identify and communicate changes to pre-performance routine and performances as required 3.3 Liaise with front of house staff to manage public announcements and audience entry
4. Assist with performances and make calls	4.1 Assist with on-stage and backstage pre-set of performance elements as required 4.2 Prepare consumable props in line with production requirements 4.3 Collect and secure valuables and distribute personal props 4.4 Provide stage management assistance during performances 4.5 Call cues for performances using reference material and according to production schedules 4.6 Address unforeseen occurrences during performances 4.7 Secure and store stage materials after performances 4.8 Assist with cleaning and maintaining stage and backstage areas 4.9 Contribute to performance reports and distribute them with other information to required personnel
5. Assist with bump out of	5.1 Assist with packing and storing materials and equipment as

ELEMENT	PERFORMANCE CRITERIA
productions	required 5.2 Organise return of borrowed and hired items according to loan agreements 5.3 Assist with cleaning production areas 5.4 Remove front of house materials as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	Seeks and addresses feedback from colleagues to improve performance
Reading	Identifies and interprets information from different written sources
Writing	Develops and updates production and public reference documents and signage
Oral communication	- Obtains information using listening and questioning techniques - Seeks the views and opinions of others - Discusses ideas and solutions - Contributes information and expresses requirements using clear language
Numeracy	Keeps track of timings during performances so tasks are performed at required times
Planning and organising	- Prioritises and coordinates tasks - Plans stage management and calling tasks for performances in a logical sequence
Initiative and enterprise	- Responds to problems requiring immediate attention and devises solutions - Demonstrates initiative in dealing with unplanned variations during live performances - Demonstrates initiative by anticipating and taking action to minimise potential problems that could disrupt performances
Problem solving	Recognises and addresses workplace issues
Self-management	- Proactively addresses tasks and commitments to team members - Applies organisational procedures and meets expectations associated with own role - Meets workplace health and safety requirements

SKILL	DESCRIPTION
	• Manages time efficiently • Stays calm under pressure
Teamwork	• Shares information and resources and offers assistance • Collaborates with administrative, creative and technical personnel to achieve joint outcomes, playing an active role in facilitating effective group interaction
Technology	• Applies knowledge of technical equipment operation to stage management duties • Distributes information electronically • Prepares workplace documentation using standard word processing and spreadsheet applications

Unit Mapping Information

Supersedes and is not equivalent to CUASMT401 Assist in stage managing performances and CUASMT502 Call performances.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for CUASMT517 Assist in stage managing and calling performances

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- assist with stage managing and calling performances for at least two different productions.

In the course of the above, the candidate must:

- assist with the set-up of stage and backstage areas for performances
- use stage management and call reference material as required
- complete cues and calls in a clear and concise manner
- monitor performances and respond to variations as required
- manage competing tasks within time constraints during performances
- work collaboratively with production team members and teams.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- purpose of documentation used for stage managing and calling productions or events
- key factors involved in the effective calling of performances
- communication techniques used to provide prompts and cues to performers and crew during rehearsals and performances
- etiquette and protocols for dealing with others including talent in a production context
- industry standard technology used when stage managing performances that includes LED technology, timecode and Musical Instrument Digital Interface (MIDI)
- industry standard technology used to automate aspects of performances

- plotting sessions, including:
 - set changes
 - walking in place of performers
 - various production areas and safety best practices for those areas
 - set up of front of house materials, such as consumable props and personal props
- role of stage management personnel in the following areas:
 - audio
 - costume
 - lighting
 - production management
 - stage management
 - staging
 - vision systems
- issues and challenges that can arise when assisting with the stage management and calling of performances and actions taken in response, suitable to own level of responsibility.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- calling material
- public performances
- performance venues with facilities for cast and crew.

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

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