



Australian Government

CUASMT601 Stage manage creative rehearsals

Release: 2

CUASMT601 Stage manage creative rehearsals

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 manage a wide range of administrative and organisational tasks associated with running creative rehearsals for productions in the entertainment and events industries.

At this level, individuals are expected to apply a detailed knowledge of both creative and technical aspects of live productions or events. They exercise autonomy and judgement in contexts that are subject to change and are responsible for coordinating and supervising the work of others.

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. Set up rehearsal rooms	1.1 Consult with relevant personnel to determine rehearsal room requirements 1.2 Measure designers' plans and, if required, identify where contractions can be made to mark up without affecting accuracy of performance area mark-up 1.3 Select colour coding and symbols to make the mark up clear to

	performers, director and others 1.4 Mark up sets in rehearsal rooms with the assistance of other personnel as required 1.5 Assign rehearsal props, costume setting areas, and work and seating areas for creative personnel in rehearsal rooms 1.6 Assign duties to assistant stage managers and agree on priorities 1.7 Oversee the acquisition and preparation of rehearsal materials and equipment 1.8 Monitor work and provide coaching and feedback as required
2. Prepare documentation	2.1 Obtain and distribute copies of scripts or scores to relevant personnel as required 2.2 Set up stage manager's production script for recording show production information 2.3 Analyse and interpret scripts and other production information to produce stage management documentation 2.4 In consultation with director, plan, process and distribute rehearsal schedules
3. Manage rehearsals and contribute to creative development	3.1 Use technical knowledge and innovative thinking to assist creative personnel to explore options and resolve creative problems that arise during rehearsals 3.2 Treat cast, director and creative personnel with respect and sustain a safe work environment in rehearsals that supports innovation and creativity 3.3 Coordinate specialist advisors and coaches for rehearsals 3.4 Manage costume and prop fitting appointments and media calls for cast in ways that cause least disruption to scheduled rehearsals 3.5 Update stage manager's production script as rehearsals progress 3.6 Manage rehearsal schedules ensuring performers and others are aware of calls and changes 3.7 Provide feedback to assistant stage managers on their work and assign tasks arising from rehearsals
4. Manage communication of rehearsal information	4.1 Participate in director's post-rehearsal notes sessions and advise relevant personnel of text or blocking errors and production, technical and design issues that need attention 4.2 Manage frequent and timely dissemination to relevant personnel of creative development information from rehearsal rooms 4.3 Participate in production meetings and use knowledge of

	creative developments in rehearsals to assist in clarifying requirements, problem solving and setting priorities
5. Manage rehearsal room runs	5.1 Notify relevant personnel of scheduled run dates and times 5.2 Ensure that available prioritised props, costumes and technical elements are delivered to rehearsal rooms and set up prior to full run of shows 5.3 During runs, record running times of sections, acts and full show 5.4 Give cues and read in stage directions, prompt performers and operate technical equipment as required 5.5 Participate and take notes in post-run meetings between creative and other personnel and action matters raised in discussions 5.6 Participate in director's post-run notes sessions and provide cast with notes on text or blocking errors 5.7 Provide feedback to assistant stage managers on their work and assign tasks arising from runs 5.8 Contribute to evaluations of productions and implement recommendations aimed at improving overall effectiveness of stage management procedures

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, 2.3, 3.5, 5.4	- Interprets production documentation in relation to own duties - Provides prompts from scripts to performers during rehearsals
Writing	2.3, 3.5, 4.1, 4.2, 5.5, 5.6	Develops and updates stage management reference documents
Oral communication	1.1, 1.6, 1.7, 1.8, 2.4, 3.1, 3.2, 3.3, 3.4, 3.6, 3.7, 4.1, 4.3, 5.1, 5.4,	- Seeks the views and opinions of others - Obtains information by listening and questioning - Discusses ideas and solutions - Uses clear language to contribute information

	5.5, 5.6, 5.7, 5.8	and express requirements
Numeracy	1.2, 1.4, 5.3	• Uses mathematical calculations when marking up rehearsal rooms and timing scenes in rehearsal room runs
Navigate the world of work	1.6, 2.1, 2.2, 3.6, 4.1	• Works independently and collectively with a strong sense of responsibility for goals, plans, decisions and outcomes • Takes responsibility for meeting health and safety requirements within scope of own role • Applies organisational procedures when managing creative rehearsals
Interact with others	1.1, 1.6, 1.7, 1.8, 2.4, 3.1, 3.2, 3.3, 3.4, 3.6, 3.7, 4.1, 4.3, 5.1, 5.4, 5.5, 5.6, 5.7, 5.8	• Collaborates to achieve joint outcomes and takes a leadership role to help facilitate effective group interaction and direction
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 2.1, 2.2, 2.3, 2.4, 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8	• Plans and undertakes stage management tasks for creative rehearsals in a logical sequence • Manages time efficiently to meet work deadlines • Adapts designers' plans to fit rehearsal rooms while maintaining the integrity of designs • Provides input into creative development of shows • Plans activities in ways that minimise disruption to rehearsal schedules • Responds to problems requiring immediate attention, drawing on past experience to devise solutions • Demonstrates a commitment to improving stage management procedures • Manages rehearsal team communications • Uses standard word processing and spreadsheet applications to prepare documentation • Distributes information electronically

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASMT601 Stage manage creative rehearsals (Release 2)	CUASMT601 Stage manage creative rehearsals (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>

Assessment Requirements for CUASMT601 Stage manage creative rehearsals

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Performance Evidence

Evidence of the ability to:

- stage manage creative rehearsals for at least two productions
- prepare and update stage management documentation
- apply knowledge of technical, staging and artistic aspects of productions to the stage management process
- work collaboratively, including being able to delegate tasks to team members.

Note: If a specific volume or frequency is not stated, then evidence must be provided for each of the above points at least once.

Knowledge Evidence

To complete the unit requirements the individual must:

- explain the purpose of a range of documentation used for stage managing creative rehearsals
- explain key factors involved in the successful stage management of creative rehearsals
- describe issues and challenges that can arise when stage managing creative rehearsals, along with solutions to address them
- explain health and safety legislation and regulations that apply to maintaining a safe working environment during rehearsals.

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:

- appropriate practice and performance space
- resources and equipment used to develop basic acting skills.

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

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