



Australian Government

CUASMT602 Stage manage performances

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 manage a wide range of administrative and organisational tasks associated with stage managing performances 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. Manage preparation for performances	1.1 Check, as required, with heads of departments that repair and maintenance tasks arising from previous performance have been completed 1.2 Check that relevant personnel are present at specified times and have completed administrative procedures for which they are responsible

	1.3 Conduct briefings with production and performance personnel as required 1.4 Check that items and areas required by performers are prepared for performances 1.5 Ensure that relevant personnel know when they need to do technical pre-show checks and which technical elements they need to check for functionality 1.6 Inspect stage and backstage areas to identify potential problems that could impact on the smooth running of performances and take immediate remedial action 1.7 Liaise with relevant personnel to complete other pre-performance work as required
2. Manage pre-performance work	2.1 Assess workflow and progress of work against timelines and initiate short-term action to resolve problems with meeting deadlines 2.2 Communicate with relevant personnel to ensure that all technical pre-show checks are completed within required timeframes and that technical elements are operating 2.3 Communicate with relevant personnel to ensure that staging elements and equipment are correctly placed on or backstage according to design specifications and health and safety requirements 2.4 Ensure cast and crew valuables are secured according to organisational policy 2.5 Complete own pre-show preparation and make pre-show time and other announcements to cast and crew as required 2.6 Ensure that health and safety issues have been addressed according to relevant legislation and organisational procedures 2.7 Liaise with front of house staff regarding opening house to audience and commencing performances
3. Manage performances	3.1 Use reference materials appropriately to ensure accurate and timely delivery of performances 3.2 Provide clear cues, calls and announcements in a manner that ensures timing is maintained 3.3 Ensure technical cues are actioned and movement of physical elements occurs on cue according to performance requirements 3.4 Closely monitor performances and resolve problems with minimum disruption to performances 3.5 Take notes on errors, omissions, breakages and other variations in performances

	3.6 Communicate with cast and crew regularly throughout performances in an effective and open manner 3.7 Respond effectively to significant unplanned occurrences during performances 3.8 Direct and coordinate response of relevant personnel to significant unplanned occurrences and provide information and reassurance to others as required
4. Complete post-show duties	4.1 Complete own regular post-show procedures 4.2 Supervise set back, cleaning and other post-performance work by crew 4.3 Distribute corrective notes to cast and crew following performances and call scene or section rehearsals as required 4.4 Discuss repairs and non-regular maintenance with heads of departments as required 4.5 Seek feedback from front of house on performances and include comments in performance reports as appropriate 4.6 Write and distribute performance reports according to organisational procedures 4.7 Update production documentation as required 4.8 Note aspects of own performance in stage management role that could be adjusted to maximise effectiveness in 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
Learning	4.5, 4.8	Uses feedback from others and self-evaluation to identify ways to improve own performance
Reading	3.1, 3.2	Interprets production documentation in relation to own role
Writing	3.5, 4.3, 4.6, 4.7	Prepares documents and reports in relation to stage management of performances
Oral communication	1.1, 1.2, 1.3, 1.5, 1.7, 2.2,	- Seeks the views and opinions of others - Obtains information by listening and

	2.3, 2.5, 2.7, 3.2, 3.6, 3.7, 3.8, 4.2, 4.4, 4.5	questioning • Discusses ideas and solutions • Uses clear language to contribute information and express requirements
Numeracy	3.2	• Keeps track of timings during performances so that cues are actioned at appropriate times
Navigate the world of work	1.1, 1.2, 1.4, 1.5, 1.6, 2.3, 2.4, 2.6, 2.7, 3.3, 4.1, 4.6	• 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 live productions • Stays calm under the pressure of stage managing performances
Interact with others	1.1, 1.2, 1.3, 1.5, 1.7, 2.2, 2.3, 2.5, 2.7, 3.2, 3.6, 3.7, 3.8, 4.2, 4.4, 4.5	• Collaborates to achieve joint outcomes and takes a leadership role to help facilitate effective group interaction and direction • Supervises the work of others
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7	• Undertakes tasks involved in preparing for and staging performances to meet production requirements and timelines • Demonstrates initiative in dealing with variations to performances and the unexpected during live performances • Anticipates and resolves problems that could disrupt the smooth running of performances • Responds to problems requiring immediate attention, drawing on past experience to devise solutions • Applies knowledge of technical equipment operation to stage management duties • Uses standard word processing software to prepare reports • Distributes information electronically

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

Code and title current version	Code and title previous version	Comments	Equivalence status
CUASMT602 Stage manage performances (Release 2)	CUASMT602 Stage manage performances (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 CUASMT602 Stage manage performances

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Performance Evidence

Evidence of the ability to:

- stage manage at least ten performances over at least two different productions with a range of technical and performance elements
- manage a range of competing tasks within time constraints experienced during the running of live performances
- work collaboratively, including supervising 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 performances
- explain key factors involved in the successful stage management of performances
- describe issues and challenges that can arise when stage managing performances, along with solutions to address them
- explain health and safety legislation and regulations that apply to maintaining a safe working environment during performances.

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 live performances.

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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