



Australian Government

CUASMT603 Stage manage technical and dress rehearsals

Release: 2

CUASMT603 Stage manage technical and dress 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 technical and dress rehearsals for productions in the screen, media, 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. Prepare for technical rehearsals	1.1 Undertake hazard inspection of stage and backstage and assign crew to fix problems prior to start of rehearsals 1.2 Give safety briefing and stage orientation to cast and crew prior to start of rehearsals, note issues raised by cast, and take follow-up action as required 1.3 Implement hazard management plans and run safety rehearsals

	of potentially hazardous performance sequences out of context, prior to first technical rehearsal 1.4 Check venue and cueing equipment to ensure readiness prior to start of rehearsals 1.5 Ensure cueing documentation is appropriately notated following plotting sessions 1.6 Brief assistant stage manager on technical rehearsal process and liaise with heads of technical departments regarding unfinished work 1.7 Brief director and technical designers on unfinished work prior to start of technical rehearsals
2. Run technical rehearsals	2.1 Call cues and cue sequences as plotted 2.2 Make judgements about when to start, stop or cut forward 2.3 Take direction on adjustments to cueing from director and technical designers 2.4 Incorporate changes into calling notation, advise crew of changes and repeat calling sequences until satisfactory results are achieved 2.5 Take appropriate action to deal effectively with unforeseen occurrences 2.6 Ensure that cast and staging crew are advised of cueing and related adjustments to blocking 2.7 Monitor rehearsal schedule and make adjustments as required 2.8 Contribute to creative discussions and assist with problem solving during technical rehearsals 2.9 Maintain a safe working environment at all times
3. Manage technical work periods	3.1 Provide notes to cast and crew following rehearsals 3.2 Action own notes before subsequent rehearsals 3.3 Incorporate new information into procedures immediately and notate appropriately in prompt copy cueing documentation 3.4 Ensure crew members keep information on running and setting up-to-date 3.5 Micro-manage schedule details between rehearsals to ensure best use of available time and timely completion of unfinished work and changes resulting from notes
4. Run dress rehearsals and prepare for public performances	4.1 Liaise with heads of technical departments regarding work progress and ensure all production elements are ready prior to dress rehearsals

	4.2 Run potentially hazardous sequences as part of performers' warm-up 4.3 Call and time dress rehearsals 4.4 Communicate with cast and crew in an open manner 4.5 Make adjustments to calling documentation taken from director's notes after dress rehearsals 4.6 Call and run scene rehearsals out of context for difficult or imperfect sequences 4.7 Write reports for each dress rehearsal and distribute technical notes after dress rehearsals as required 4.8 Liaise with front of house manager prior to first performance to ensure that necessary arrangements are in place 4.9 Check that audience advisory signage has been posted if required
--	--

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	1.5, 2.1, 2.7, 3.2, 4.5	Interprets production documentation in relation to own duties
Writing	1.5, 2.4, 3.1, 3.3, 4.5, 4.7	Develops and updates stage management reference documents
Oral communication	1.1, 1.2, 1.3, 1.6, 1.7, 2.1, 2.3, 2.4, 2.5, 2.6, 2.8, 4.1, 4.2, 4.3, 4.4, 4.6, 4.8	- 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
Numeracy	4.3	Uses mathematical calculations when timing scenes and show during dress rehearsals
Navigate the world of work	1.1, 1.2, 1.3, 2.9, 4.2, 4.8, 4.9	- 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
Interact with others	1.1, 1.2, 1.3, 1.6, 1.7, 2.1, 2.3, 2.4, 2.5, 2.6, 2.8, 4.1, 4.2, 4.3, 4.4, 4.6, 4.8	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, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2, 4.3, 4.5, 4.6, 4.7, 4.8, 4.9	- Plans and undertakes all stage management tasks in a logical sequence for technical and dress rehearsals - Manages time efficiently to meet work deadlines - Uses technical and creative knowledge to run rehearsals in the most efficient and time-effective way - Provides input into creative development of shows - Responds to problems requiring immediate attention, drawing on past experience to devise solutions - 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
CUASMT603 Stage manage technical and dress rehearsals (Release 2)	CUASMT603 Stage manage technical and dress 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 CUASMT603 Stage manage technical and dress 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.

Performance Evidence

Evidence of the ability to:

- in rehearsals, manage the integration of technical and creative components of 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
- meet work deadlines
- work collaboratively
- 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 technical and dress rehearsals
- explain key factors involved in the successful stage management of technical and dress rehearsals
- describe issues and challenges that can arise when stage managing technical and dress 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 rehearsal rooms and venues with stage and backstage areas.

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

Links

Companion Volume implementation guides are found in VETNet -

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