



Australian Government

CUESMT05C Stage manage the production/event

Revision Number: 1

CUESMT05C Stage manage the production/event

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to coordinate all back-of-house services during the delivery of a live production/event. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	Senior stage managers apply the skills and knowledge outlined in this unit which focuses on back-of-house set-up just prior to the production/event and the delivery of the actual performance. Stage managers need to possess high level communication, negotiation and problem solving skills. This unit has strong linkages to other stage management units and combined training and/or assessment with those units may be appropriate, e.g.: • CUESMT09B Plot and rehearse cues • CUESMT08B Call the production/event.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Oversee preparation of the production/event	1.1. Identify and rectify potential problems that could impact on the smooth running of the production and inform relevant personnel as required 1.2. Check that relevant personnel are present at the specified time and have completed any administrative procedures 1.3. Conduct briefings with production and performance team, as required 1.4. Supply performers with the relevant items and areas required for the production/event 1.5. Ensure cast and crew valuables are secured according to organisational policy 1.6. Communicate with relevant personnel to ensure that all technical pre-show checks are completed within the required timeframe and that required technical elements are operating 1.7. Liaise with relevant personnel to complete other pre-performance requirements
2. Coordinate the stage set-up	2.1. Liaise with all stage production personnel and monitor work activities against relevant schedules 2.2. Ensure all technical and performance personnel are present at the specified time 2.3. Assess workflow and progress of set-up activities against timelines and initiate short-term action to resolve any problems in meeting the deadline 2.4. Communicate with relevant personnel to ensure that all technical pre-show checks are completed within the required time frame and that required technical elements are operating 2.5. Communicate with the appropriate personnel to ensure that staging elements and equipment are correctly arranged in correct working order and in accordance with design specifications 2.6. Monitor the set-up to ensure that all occupational health and safety issues have been addressed in accordance with relevant legislation and organisational procedures
3. Run the production/event	3.1. Monitor production and performance elements and take appropriate action to resolve with minimum disruption to the production 3.2. Use reference materials appropriately to ensure the

ELEMENT	PERFORMANCE CRITERIA
	accurate and timely delivery of the production/event 3.3. Communicate any changes to the production promptly to all relevant personnel, ensuring all changes meet production standards. 3.4. Ensure the movement of physical elements occurs in accordance with production schedule/running sheet and timing
4. Maintain working relations and communication with production and performance team	4.1. Provide appropriate briefings and materials to cast and crew prior to the performance 4.2. Liaise with cast and crew in a timely manner regarding any pre-performance requirements 4.3. Communicate with cast and crew regularly throughout the production in an open manner to maintain positive working relations 4.4. Provide clear instructions in a manner that is appropriate to the production requirements, ensuring that timing is maintained and precise 4.5. Communicate with personnel in a clear and concise manner to ensure efficient, safe and disciplined production practices
5. Finalise the performance/event	5.1. Accurately prepare post-performance documentation according to organisational procedures 5.2. Organise the clearance and cleaning of the production/event sites as required, including appropriate security, storage and disposal 5.3. Maintain required production facilities and stocks of consumables for use in future productions 5.4. Identify any repairs or maintenance required and take appropriate action 5.5. Identify the need for and make any necessary adjustments to production documentation to ensure consistency and quality of future performances

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills sufficient to interpret complex documentation and write simple reports

Required knowledge

- broad understanding of artistic and technical elements of the production/event such as staging, lighting and sound elements
- the key factors involved in the successful stage management of a production, including typical problems and responses
- effective communication, team leading and delegation in relation to the stage management of a production
- problem solving and decision making processes and their application in an immediate production/event environment
- relevant occupational health and safety legislation and regulations as they apply to maintaining a safe backstage environment

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The following evidence is critical to the judgement of competence in this unit:

- ability to manage a range of tasks concurrently and in accordance with immediate time constraints
- knowledge of all delivery aspects of the production
- ability to effectively communicate and delegate.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills through the stage management of at least two different productions
- interaction with and involvement of a production and performance team to reflect the collaborative nature of the unit.

Method of assessment

Assessment may incorporate a range of methods to assess practical skills and the application of essential underpinning knowledge, and might include:

- direct observation of the stage management of a production/event for which the candidate is responsible
- review of production schedules and other stage management reference material and reports prepared by the candidate
- review of reports prepared by the candidate on the planning and implementation of the stage management of a production
- written or oral questioning to test knowledge of the industrial and occupational health and safety issues and regulations
- review of portfolios of evidence and third party workplace reports of on-the job performance by the candidate.

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or

EVIDENCE GUIDE	
	numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).
Guidance information for assessment	Assessment of this unit requires access to: • a production venue • production/event reference material on which to base the stage management of the production/event • full range of production equipment.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Relevant personnel may include:

- all technicians, e.g. sound, lighting
- assistant stage manager
- choreographer
- designers
- director
- extras
- non-regular performers
- performers
- production manager
- staging personnel
- venue management

Performers may be:

- actors
- conference speakers
- dancers
- extras
- masters of ceremony
- musicians
- non-regular performers
- panel members such as a debate team
- public speakers
- regular cast members
- singers
- special guests
- understudies

Items required for the performance may include:

- costumes
- hand props
- make-up
- microphones, e.g. radio microphones

Productions/events may be one-off or part of a season of performances and include:

- circuses
- concerts
- dance performances
- festival performances

RANGE STATEMENT	
	• live theatre • musicals • opera
<i>Pre-performance requirements</i> may include:	• media calls • photo calls • wardrobe parade
<i>Staging elements and equipment</i> may include:	• costumes • prompting equipment • props • props table • set pieces • special effects • stage management communication equipment • stage management desk
<i>Occupational health and safety</i> legislative requirements may include:	• Commonwealth, State and Territory occupational health and safety regulations • relevant local government legislation and regulation • relevant national and international standards, guidelines and codes of practice, e.g. the Building Code of Australia
<i>Reference materials</i> used to run the production/event may include:	• call sheets • cue sheets • prompt sheets
Details in <i>post performance documentation</i> may include:	• audience numbers • audience reaction • changes to performers • comments on artistic or technical performance • timings • venue capacity
<i>Production documentation</i> may include:	• agent list, props lists • announcements • artists' call sheet, e.g. publicity call sheets • calculations of performance timings • contact list, address list • firearms log • front-of-house information • ground plans • media schedule • notes on operating equipment

RANGE STATEMENT

	• notification for production personnel • performance schedule • production schedule • program inserts • rehearsal schedule for non-regular performers • riders • scenery list • sign-on sheets • technical plots, e.g. fly plots and dome plots • texts • time sheets • understudy schedule • understudy/covers list • wardrobe list
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Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - stage management
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Co-requisite units

Co-requisite units		