



Australian Government

Department of Education, Employment and Workplace Relations

CUETEM01C Coordinate production operations

Revision Number: 1

CUETEM01C Coordinate production operations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to monitor and coordinate one or more of the technical production aspects of live theatre or event production. As such, it requires specific skills and knowledge in the relevant technical area plus a knowledge of management roles and responsibilities. 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	A senior technician or workshop supervisor would generally undertake this role. This unit has linkages to a range of other technical and general management units and combined assessment and/or training with those units may be appropriate, e.g.: • CUEFIN02C Manage a budget • CUETEM03C Establish and manage production requirements and resources.
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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. Plan and organise workflow for production operations	1.1. Correctly assess workloads of colleagues and allocate work to facilitate effective and efficient operations 1.2. Delegate work to appropriate colleagues in accordance with the principles of delegation 1.3. Assess workflow and progress against agreed objectives and timelines 1.4. Assist colleagues in the prioritisation of workload through supportive feedback and coaching 1.5. Provide timely input to relevant colleagues in relation to staffing needs
2. Evaluate and monitor production operations	2.1. Check and evaluate production aspects at the appropriate times and in accordance with production schedule, legal and occupational health and safety requirements 2.2. Provide timely and relevant feedback and support on technical aspects to appropriate personnel as required 2.3. Initiate or organise modifications as required by the production and in consultation with colleagues 2.4. Check that documentation is updated as required in accordance with production requirements 2.5. Identify the need for technical run-throughs and negotiate as required
3. Solve problems and make decisions in relation to production operations	3.1. Identify technical problems promptly and analyse from an operational perspective 3.2. Initiate short-term action to resolve the immediate problem where appropriate 3.3. leadership and management roles and responsibilities within the area of technical production 3.4. Analyse problems for any long-term impact, and assess and action potential solutions in consultation with colleagues 3.5. Take follow-up action to monitor the effectiveness of the solution
4. Liaise with production colleagues to maximise quality	4.1. Identify key production personnel and liaise to ensure a holistic approach 4.2. Provide regular updates to colleagues in relation to production issues and general progress 4.3. Seek relevant information from colleagues to allow

ELEMENT	PERFORMANCE CRITERIA
	for timely response to changes in other areas of work

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- leadership and management roles and responsibilities within the area of technical production
- typical work organisation and work planning methods within the area of technical production

Required knowledge

- in depth knowledge of the specific technical area (sound, lighting, staging, audiovisual, sets, props or scenic art)
- key aspects of the overall technical and creative production process for different types of live production
- the interrelationships between key artistic and technical personnel
- principles of effective delegation, including the provision of clear direction in devolving responsibility and accountability
- problem solving and decision making processes and techniques and their application to technical production in the workplace, in particular contingency management
- legal and occupational health and safety issues that affect technical production in relation to short-term work organisation
- effective communication techniques in relation to provision of feedback and support to colleagues

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 area:

- extensive knowledge of specialist technical area
- ability to monitor technical operations to ensure production requirements are met
- ability to respond to a range of common technical problems and challenges
- effective communication skills in relation to coaching and leadership.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills through the monitoring of one or more technical areas in the lead-up to and during more than one production
- involvement of and interaction with an artistic and technical team to reflect the collaborative nature of the skills in this unit
- involvement of a team for which the candidate is able to plan and organise workflow.

Method of assessment

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

- attendance at and evaluation of the technical aspects of an event for which the candidate has been responsible
- evaluation of a report prepared by the candidate on the technical production process, the issues and challenges encountered and how these were overcome
- oral or written questioning to assess knowledge of management roles and techniques
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for

Assessment of this unit requires access to:

EVIDENCE GUIDE**assessment**

- technical production equipment in the area of specialisation
- a venue where a production can be staged.

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.

Production <i>operations</i> may refer to:	• lighting • sets/props/scenic art • sound • staging • visual display
<i>Colleagues</i> may include:	• artists • carpenters • designers • directors • stage managers • technicians • other specialist staff
<i>Occupational health and safety requirements</i> 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>Appropriate times</i> for evaluations may include:	• at key stages during set-up • before, during or after technical run-throughs • during performance breaks • just prior to the event
<i>Modifications</i> may include:	• changes to technical drawings or plans • cue sheet modification • introduction of new equipment • movement or replacement of physical elements
<i>Problems</i> with production operations may include:	• conflicts between different production aspects • impacts of last minute artistic changes • need to adapt equipment/change equipment • space limitations

Unit Sector(s)

Unit sector	
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Competency field

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

Co-requisite units		