



Australian Government

Department of Education, Employment and Workplace Relations

CUESMT10A Organise and facilitate rehearsals

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to coordinate the overall rehearsal process for live productions/events. A production manager or stage manager would generally undertake this function. This unit differs from the Film and TV unit CUFPOP13A - Manage rehearsals, which focuses on the artistic direction of the rehearsal process.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Select and secure rehearsal venue	1.1 Determine requirements for rehearsal facilities through liaison with appropriate colleagues and analysis of production documentation 1.2 Develop accurate and complete specifications for rehearsal venues to facilitate the research process 1.3 Research potential rehearsal venues using appropriate information sources and research methods 1.4 Assess suitability of venues based on comparison of services against specifications 1.5 Complete a risk assessment on potential venues and integrate findings into selection and planning processes 1.6 Negotiate and liaise with personnel from potentially suitable venues to ensure requirements can be met and to address any potential problem areas 1.7 Provide clear and accurate briefings on venue options to relevant colleagues, including recommendations and rationale 1.8 Confirm venue arrangements accurately in writing when the selection process is finalised
2 Coordinate physical elements for rehearsal	2.1 Measure and mark up the rehearsal facilities according to the production design/specifications 2.2 Organise all required physical elements in accordance with rehearsal schedule and daily requirements 2.3 Arrange appropriate and timely transportation of physical elements at the rehearsal facility in accordance with production specifications 2.4 Ensure that physical elements are correctly set-up, checked by appropriate personnel and are operating

- in according with design specifications
- 2.5 Monitor the set-up to ensure that occupational and public health and safety requirements are adhered to
 - 2.6 Advise appropriate personnel and performers of the nature and limitations of physical elements
- 3 Create and distribute rehearsal documentation
 - 3.1 Correctly identify the information and documentation required by all those involved in rehearsals
 - 3.2 Circulate relevant, current and accurate information to appropriate personnel in a timely manner
 - 3.3 Develop schedules in accordance with provisions in the relevant award and enterprise agreements and budget
 - 3.4 Amend schedules and production documentation as necessary to reflect any required changes and distribute to appropriate personnel
- 4 Facilitate communication during rehearsal
 - 4.1 Deal with creative and technical participants in a tactful and sensitive manner and take into account any cultural or language differences
 - 4.2 Communicate with creative and technical participants regularly throughout the rehearsal process in an open manner to maintain positive working relations
 - 4.3 Broker the resolution of any technical problems by facilitating discussions between performers and technical crew
 - 4.4 Take appropriate action to meet requirements of creative and technical participants
- 5 Participate in rehearsals
 - 5.1 Participate in rehearsals, providing technical assistance as required
 - 5.2 Monitor rehearsals and stage manage, if required, in accordance with the production requirements
 - 5.3 Calculate and record performance timings for use in production documents
 - 5.4 Participate in production meetings or post-rehearsal

note sessions to identify any production problems and resolve with the minimum of disruption to the rehearsal process and budget

Required Skills and Knowledge

Not applicable.

Evidence Guide

Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

different types of rehearsal venue requirements for varying types of production

information sources for venue information

features and requirements of typical venue contracts

overall knowledge of technical and artistic elements of the production

roles and responsibilities of those involved in the rehearsal process

the possibilities and limitations of staging and technical rehearsal elements

differences between the elements used during the rehearsal and the actual production elements

relevant industrial awards for performers and technicians, particularly in relation to

scheduling rehearsal times

relevant Occupational Health and Safety legislation and regulations, particularly in relation to the set-up and safe operation of a rehearsal area

content and format of production documentation

communication and conflict resolution skills in relation to the types of issues that arise during rehearsals with various stakeholders

literacy skills sufficient to conduct research and develop complex documentation.

Linkages to other units

This unit has linkages to a range of other stage management units, and combined training and/or assessment with those units may be appropriate, for example:

CUESMT11A - Create, update and use production reference documents

CUESMT12A - Analyse performance outline/script

Critical aspects of evidence

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

ability to source and oversee the set-up of an appropriate rehearsal venue which meets the production needs

ability to effectively communicate and resolve conflicts in the context of production rehearsals

knowledge of the technical aspects of the rehearsal process.

Method and context of assessment

The assessment context must provide for:

practical demonstration of skills through the sourcing and set-up of a rehearsal facility for an actual production, plus the facilitation of the rehearsal process

interaction with and involvement of a production and performance team involved in the rehearsal process.

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 candidate working within the rehearsal context

review of schedules and other production documentation prepared by the candidate

evaluation of report completed by the candidate on the management of rehearsals, challenges faced and how these were overcome

written or oral questioning to assess knowledge of industrial awards and Occupational Health and Safety legislation and regulation

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 numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

Resource requirements

Assessment of this unit requires access to:
potential and actual venues where rehearsals could realistically take place
physical production elements
relevant industrial awards
relevant Occupational Health and Safety regulations.

Key competencies in this unit

Key competencies are built into all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

Collecting, organising and analysing information (3)

Researching potential rehearsal venues.

Communicating ideas and information (3)

Negotiating venue agreement.

Planning and organising activities (3)

Co-ordinating venue set-up.

Working with others and in teams (3)

Facilitating effective communication between participants.

Using mathematical ideas and techniques (1)

Calculating and recording timing.

Solving problems (3)

Resolving conflict between participants.

Using technology (1)

Using the Internet for research.

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Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

Rehearsal facilities may be:

located at the actual production/event venue

located off-site from the venue

part of the organisation's facility

hired from another organisation.

Rehearsals may be conducted:

in the actual performance/production/event space

in a totally independent space.

Physical elements required for rehearsal may include:

sets

props and costumes

technical equipment

musical instruments

suitable flooring

mirrors

resin box

production desk

notice board

secure storage

warm-up area

waiting area

storage for personal property

other support facilities.

Appropriate personnel/technical and artistic production team may include:

artistic director

technical director

designer

production manager

performers

extras

non-regular performers

all technicians, e.g. sound, lighting

staging personnel

designers

choreographer

assistant stage manager

venue management.

Performers may be:

musicians

masters of ceremony

special guests

public speakers

conference speakers

panel members, e.g. a debating team

singers
actors
regular cast members
non-regular performers.

Non-regular performers may include:

understudies
replacements
second cast
swings
supernumeraries
extras.

Requirements of creative and technical participants may relate to:

organisation of publicity materials/events
organisation of all types of calls
counselling of staging and technical crew
costume fittings
publicity events
specialist calls, e.g. music, voice, dance
training.

Rehearsal documentation may include:

texts
production meeting agenda
production meeting minutes
front-of-house information
rehearsal reports
distribution lists
company/organisation lists
contact lists
agent list
props lists
scenery lists
wardrobe lists
preliminary cue synopses
rehearsal schedules
artists call sheet, e.g. publicity call sheets
time sheets
production plans
scene breakdown/working division
technical plots, e.g. fly plots and dome plots
production schedules
bump-in schedules
venue information
dressing room lists
ground plans
tour itineraries
understudy/covers list
petty cash forms
accident report form

memos.

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Unit Sector(s)

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