



Australian Government

Department of Education, Employment and Workplace Relations

CUFPPM409A Organise and facilitate rehearsals

Revision Number: 1

CUFPPM409A Organise and facilitate rehearsals

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to organise and facilitate rehearsals across a range of productions. The core of the job involves setting up the logistics and communication channels to ensure rehearsals run smoothly. It entails preparing essential documentation, liaising with cast and crew, and locating and preparing rehearsal venues. 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	The skills outlined in this unit apply to film, television and live productions or events. Coordinating rehearsals is typically the role of a production manager or stage manager in conjunction with a producer or director. In film and television production, floor managers (television) or first assistant directors (film and television) conduct rehearsals. Skills associated with the artistic direction of rehearsals are covered in: • CUFDRT501A Direct rehearsals of performers.
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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
Select and secure rehearsal facilities	1. Determine requirements for rehearsal facilities through liaison with relevant production personnel and analysis of rehearsal documentation 2. Develop accurate and complete specifications for rehearsal venues to facilitate the research process 3. Research potential or nominated rehearsal venues using appropriate information sources and research methods 4. Assess suitability of venues based on comparison of services against specifications 5. Complete a risk assessment on potential venues and integrate findings into selection and planning processes 6. Negotiate and liaise with venue management to ensure requirements can be met, and to address potential problem areas 7. Provide clear and accurate briefings on rehearsal options to relevant production personnel, including recommendations and rationale 8. Book venue and confirm venue arrangements accurately in writing when selection process is finalised
Coordinate physical requirements for rehearsals	9. Measure and mark up rehearsal facilities according to the needs of productions, including design and specifications 10. Organise required physical elements according to rehearsal schedule and daily requirements 11. Arrange appropriate and timely transportation of physical elements at the rehearsal facility according to production specifications 12. Ensure that physical elements are set up, checked by relevant production personnel, and operating according to design specifications 13. Monitor set-ups to ensure that OHS and public safety standards are implemented, with reference to organisational policies and procedures 14. Advise production personnel of the nature and limitations of physical elements
Prepare and distribute rehearsal documentation	15. Ensure required contractual arrangements for venues, production personnel and others are in order, in line with organisational policies and procedures 16. Identify information and documentation required by all production personnel involved in rehearsals

ELEMENT	PERFORMANCE CRITERIA
	17. Circulate relevant, current and accurate information to production personnel in a timely manner to minimise potential disruptions to rehearsal 18. Develop schedules according to provisions in the relevant award, enterprise agreements and budget 19. Amend schedules and production documentation as necessary to reflect required changes and distribute to appropriate personnel
Facilitate communications during rehearsals	20. Deal with <i>requirements of creative and technical participants</i> in a tactful and sensitive manner, taking into account any cultural or language differences 21. Communicate with creative and technical participants regularly throughout the rehearsal process in an open manner to maintain positive working relations 22. Broker resolution of any technical problems by facilitating discussions between performers and technical crew 23. Take appropriate action to meet creative and technical requirements of participants 24. Process <i>administrative requirements</i> of cast and crew, including extras, as required
Participate in rehearsals	25. Participate in rehearsals, providing technical assistance as required 26. Monitor rehearsals and stage manage, if required, according to production requirements 27. Calculate and record performance timings for use in production documents 28. 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 29. Organise and confirm arrangements for future rehearsal sessions with relevant production personnel as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication and literacy skills sufficient to:
 - interact effectively with people with diverse interests and needs
 - foster a cooperative team environment
 - resolve conflicts that arise during rehearsals with various stakeholders
 - deliver clear briefings to cast and crew during rehearsals
 - develop complex production documentation
- well-developed planning and organisational skills sufficient to:
 - research and find appropriate rehearsal facilities
 - coordinate rehearsals
- self-management skills sufficient to:
 - provide appropriate and timely production documentation
 - meet production deadlines
- initiative and flexibility sufficient to:
 - anticipate and respond to new rehearsal requirements
 - work with the possibilities and limitations of staging and technical rehearsal elements
- numeracy skills sufficient to:
 - interpret budgets
 - measure and mark up rehearsal facilities
 - calculate and record performance timings

Required knowledge

- industry knowledge, including:
 - content and format of production documentation
 - roles and responsibilities of those involved in the rehearsal process
 - relevant industrial awards for performers and technicians, particularly in relation to scheduling rehearsal times
 - different types of rehearsal venue requirement for varying types of productions
 - information sources for venue information
 - features and requirement of typical venue contracts
 - overall understanding of technical and artistic element of productions
 - differences between elements used during rehearsals and actual production elements
- duty of care to colleagues and general public

REQUIRED SKILLS AND KNOWLEDGE

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

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

Evidence of the following is essential:

- ability to source and oversee the set-up of rehearsal facilities that meet production needs
- ability to communicate effectively and resolve conflicts in production rehearsals
- knowledge of technical aspects of the rehearsal process
- collaborative approach to work.

Context of and specific resources for assessment

Assessment must ensure:

- access to potential and actual venues where rehearsals could realistically take place
- access to physical production elements
- access to relevant industrial awards
- access to relevant OHS regulations
- access to appropriate learning and assessment support when required
- use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.

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.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance

EVIDENCE GUIDE	
	• observation of the candidate working in a rehearsal context to assess candidate's ability to interact with other personnel • review of schedules and other production documentation prepared by the candidate • written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit • discussion with the candidate about the management of rehearsals, challenges faced and how these were overcome.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBCRT402A Collaborate in a creative process • CUESMT11B Create, update and use production reference documents • CUESMT12B Analyse performance outline/script • CUFPPM405A Floor manage studio shoots.

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.

<i>Rehearsal facilities</i> may include:	• green room • make-up room • venues: • located at actual production or event venue • located off-site from venue • in-house facility • hired facility • theatres, studios • interior or exterior locations • wardrobe area.
<i>Production personnel</i> may include:	• artistic directors • assistant stage managers • audience • camera personnel • choreographers • designers • floor managers • lighting personnel • non-regular performers, e.g.: • understudies • replacements • second cast • swings • supernumeraries • extras • performers, e.g.: • regular cast members • musicians • masters of ceremony • special guests • public speakers

RANGE STATEMENT	
	• conference speakers • panel members, e.g. debating team • singers • actors • extras • production coordinators • production designers • production managers • safety officers • sound personnel • stage managers • staging assistants • staging personnel • technical directors and producers • technicians, e.g. sound and lighting • venue management • other technical/specialists staff.
<i>Rehearsal documentation</i> may include:	• accident report forms • agent lists • artists call sheet, e.g. publicity call sheets • bump-in schedules • cast and crew call sheets • company or organisation lists • contact lists • contracts • distribution lists • dressing-room lists • front-of-house information • ground plans • memos • petty cash forms • preliminary cue synopses • production meeting agenda • production meeting minutes • production plans • production schedules • props lists • rehearsal reports • rehearsal schedules • scene breakdown and working division

RANGE STATEMENT	
	• scenery lists • technical plots, e.g. fly plots and dome plots • texts • tour itineraries • understudy and covers lists • venue information • wardrobe lists.
Briefings may include:	• announcements • briefing papers and reports • briefing with production staff • public relations • venue plans • verbal and written instructions.
Productions may include:	• animations • commercials • documentaries • feature films • filmed events • interactive media productions • live events • live or pre-recorded productions of any type: • music • drama • comedy • variety • sport • news and current affairs • game shows • forums or special events • music videos • short films • theatre productions.
Physical elements may include:	• cameras • costumes • flooring • lights • make-up • mirrors • musical instruments

RANGE STATEMENT	
	• noticeboard • production desk • props • resin box • secure storage of such things as personal property and valuable props • sets • tables and chairs • technical equipment • waiting area • warm-up area.
<i>Requirements of creative and technical participants</i> may include:	• organisation of publicity materials and events • organisation of all types of calls, including: • costume fitting • make-up • action • technical • cast and crew • publicity and photos • training • specialist, e.g. voice, music and dance.
<i>Administrative requirements</i> may include:	• accommodation • contracts, such as for venue hire and extras • insurance • payroll • petty cash • time sheets • transport.

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		