

Title	Stage manage a production in an entertainment or event context		
Level	3	Credits	6

Purpose	People credited with this unit standard are able to stage manage a production in an entertainment or event context.
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Classification	Performing Arts General > Entertainment and Event Technology and Operations
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Available grade	Achieved, Merit, and Excellence
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Criteria for Merit	The candidate must stage manage a production efficiently by: <ul style="list-style-type: none"> – completing tasks in a well-organised manner during pre-production, production and post-production.
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Criteria for Excellence	The candidate must stage manage a production skilfully by: <ul style="list-style-type: none"> – solving problems and using well-developed communication skills to manage any difficulties during pre-production, production and post-production.
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Guidance Information

- 1 This unit standard can be awarded with an *Achieved*, *Merit* or *Excellence*. For the *Achieved* grade to be awarded, the outcome must be achieved as specified in the outcome statement. For *Merit* or *Excellence* grades to be awarded, the candidate must meet the *Merit* or *Excellence* criteria specified above.
- 2 All learning and assessment leading to this unit standard must be carried out in accordance with:
 - legislation including Health and Safety at Work Act 2015, Copyright Act 1994, and subsequent amendments;
 - safe working practices. These may include but are not limited to safe working practices in situations involving – working at heights, working with electricity, lifting, securing equipment safely, replacing and storing equipment, use of tools, use of supplied safety equipment. Evidence of this may be provided by a teacher/tutor attestation or candidate's reflective statement. A useful reference for safe working practice is the Entertainment Technology New Zealand publication *A Guide for Safe Working Practices in the New Zealand Theatre and Entertainment Industry*, version 14 or subsequent amendments, which can be accessed at <http://www.etnz.org>.

3 Definitions

Entertainment and event context refers to a performance or event such as dance, kapa haka, scripted drama, music performance (live or recorded in-studio), moving image production, physical theatre, devised work, performance art, and cultural event, circus that can take place in a range of venues, for example, stadia, theatres, event and convention centres, studios, parks and sports grounds, outdoor spaces, museums and galleries, places of worship, cultural places (e.g. marae), specialist classrooms.

Maintaining refers to taking responsibility under limited supervision for stage management tasks in order to ensure that they occur. This may be achieved through delegation to assistants or crew with responsibility for a production area e.g. wardrobe assistant. For the purposes of this unit standard, this does not mean being the person with ultimate responsibility.

Production refers to a whole or substantial piece; or combination of performance(s) or event(s) in an entertainment and event context. The production must be of sufficient time and complexity to require pre-production, production and post-production activities.

Well-developed communication skills refer to ensuring all relevant parties are kept informed at all relevant stages while stage managing a production.

Well-organised manner refers to stage managing a production in a planned, timely and logical sequence that requires minimal prompting or supervision.

- 4 Recommended for entry: Unit 26691, *Describe and apply knowledge of an entertainment and event production process by assisting in a production role*; and Unit 27702, *Describe and carry out tasks and responsibilities in a production role in an entertainment and event context*.

Outcomes and performance criteria

Outcome 1

Stage manage a production in an entertainment or event context.

Performance criteria

- 1.1 Undertake preliminary stage management tasks according to the requirements of the production.

Range preliminary stage management tasks may include – preparing and distributing contact lists, marking out set plan on rehearsal room floor, arranging rehearsal props, preparing written performance information;
evidence of three tasks is required.

1.2 Undertake pre-production stage management tasks according to the requirements of the production.

Range pre-production stage management tasks include but are not limited to – scheduling, organising and communicating technical and dress rehearsals; maintaining rehearsal room, costumes, props and equipment; prompting; notating blocking in the written performance information; communicating any design changes to relevant personnel (rehearsal reports).

1.3 Undertake production stage management tasks according to the requirements of the production.

Range production stage management tasks include but are not limited to – calls, supervising backstage crew, maintaining backstage area and performance elements, completing and circulating performance reports.

1.4 Undertake post-production stage management tasks according to the requirements of the production.

Range post-production stage management tasks include but are not limited to – overseeing the clearing and securing of rehearsal room, backstage area, dressing room, green room; archiving.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 April 2013	31 December 2022
Revision	2	17 July 2014	31 December 2022
Rollover and Revision	3	26 October 2017	31 December 2022
Review	4	29 April 2021	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Skills Active Aotearoa Limited info@skillsactive.org.nz if you wish to suggest changes to the content of this unit standard.