

Title	Perform a stage management role and produce documentation for all phases of performances or events		
Level	4	Credits	20

Purpose	People credited with this unit standard are able to: perform a stage management role during the pre-rehearsal and rehearsal periods; perform a role within the stage management team during onstage rehearsals, performances and post production; and produce documentation to meet the requirements for the audition, pre-rehearsal, rehearsal, onstage rehearsals, performance and post-performance periods of a performance or event.
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Classification	Performing Arts General > Entertainment and Event Technology
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Available grade	Achieved
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Guidance Information

- All learning and assessment leading to this unit standard must be carried out in accordance with the following as relevant:
 - legislation including Health and Safety at Work Act 2015 and subsequent amendments;
 - current industry best practice and industry guidelines (where available) including *Safe Rigging Practices for the Entertainment Industry in New Zealand*, June 2015, and *A Guide for Safe Working Practices in the New Zealand Theatre & Entertainment Industry*, April 2011, or replacements that supersede these guidelines, available from the WorkSafe website, www.worksafe.govt.nz.
- The Entertainment and Event Technology programme guidance document should be consulted when developing assessments leading to this unit standard. It can be found at www.skillsactive.org.nz.
- Technical skills must be demonstrated across a range of performances and events, including a minimum of three complex events.
- Definition
Complex events are defined as having technical complexity and must meet at least three of the following criteria:
 - audience or guest capacity > 500
 - hours of technical production > 150 hours
 - production budget (covering technical and staffing requirements for rigging, lighting, video, live sound, stage mechanics and scenic construction) > \$100,000

- quantity of Performers/Presenters > 20
- length of time in the venue (or venues if a touring production) > 7 days.

Outcomes and performance criteria

Outcome 1

Perform a stage management role during the pre-rehearsal and rehearsal periods.

Performance criteria

- 1.1 Collaborate with other members of the production team during pre-rehearsals to meet the requirements of the role within the stage management team.

Range may include but is not limited to - audition period.
- 1.2 Prepare rehearsal rooms and audition spaces to meet stage management role responsibilities and requirements.
- 1.3 Take appropriate notes during the rehearsal period to meet the requirements for the performance or event.
- 1.4 Mark out the rehearsal space as appropriate for the performance or event and in accordance with production floor plans.
- 1.5 Provide props, costumes, equipment and consumables suitable for the rehearsal period.
- 1.6 Collaborate with other members of the production team during rehearsals to meet the requirements of the role within the stage management team.
- 1.7 Implement changes outlined in rehearsal reports.
- 1.8 Demonstrate time management skills during the pre-rehearsal and rehearsal periods.

Outcome 2

Perform a role within the stage management team during onstage rehearsals, performances and post production.

Performance criteria

- 2.1 Perform duties relevant to a role within the stage management team to meet the needs of a performance or event.

Range may include but is not limited to – induction process.
- 2.2 Select and provide props, costumes, equipment and consumables suitable for the performance or event.

- 2.3 Requirements identified in the rehearsal space are transferred to the performance or event space to meet production requirements.
- 2.4 Set up auxiliary spaces in accordance with production requirements.
- Range may include but is not limited to - dressing room, green room, meet and greet space, practice space.
- 2.5 Apply knowledge of the function and safe operation of technical equipment used by stage managers during a performance or event.
- 2.6 Relay cueing information and courtesy calls in a manner appropriate to your role in the stage management team.
- 2.7 Solve problems using a logical process and problem solving techniques to remedy issues arising during the performance or event.
- 2.8 Ensure requirements and changes identified in performance reports are actioned.
- 2.9 Perform duties relevant to a role within the stage management team as part of a pack out to meet the requirements of the performance or event.

Outcome 3

Produce documentation to meet the requirements for the audition, pre-rehearsal, rehearsal, onstage rehearsals, performance and post-performance periods of a performance or event.

Performance criteria

- 3.1 Produce documentation for the audition phase to meet the requirements of the performance or event.
- Range may include but is not limited to - personnel lists, contacts lists, schedule, script selections.
- 3.2 Produce documentation related to performers to meet the requirements of the performance or event.
- Range may include but is not limited to - contact lists, performer and musician information, attendance, availability, casting lists, rehearsal schedule.
- 3.3 Collate and distribute documentation related to the induction process for the rehearsal venue for all personnel to meet the needs of the performance or event.
- Range may include but is not limited to - venue safety, safety plans, hazards, entry and exit points, fire exits, fire extinguishers, first aid kits.

- 3.4 Distribute documentation produced for the rehearsal process to personnel to meet production requirements.
- Range may include but is not limited to - props setting/running lists, cross character plot, rehearsal cues.
- 3.5 Contribute to and distribute rehearsal reports to meet the needs of the performance or event.
- 3.6 Contribute to and produce documentation required for onstage rehearsals for a performance or event in accordance with stage management role requirements.
- Range may include but is not limited to - prompt book, running sheets.
- 3.7 Contribute to the writing and distribution of show reports to meet the needs of the performance or event.
- 3.8 Contribute to the collection and collation of information required to produce a resource book or production archive to meet the requirements of the performance or event.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 September 2017	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.