Title	Implement the stage management requirements for a production or event		
Level	5	Credits	20

Purpose	People credited with this unit standard are able to: establish operational processes for the successful implementation of the stage management requirements; coordinate a stage management team to implement the stage management requirements for a production or event; lead the implementation of the stage management requirements in terms of equipment; and complete post-production processes for a stage management function within a production or event.

Classification	Performing Arts General > Entertainment and Event Technology and Operations

Available grade	Achieved

Guidance Information

1   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 2018, or replacements that supersede these guidelines, are available from the Entertainment Technology New Zealand (ETNZ) website, www.etnz.org. Additional relevant guidelines are available from the WorkSafe website, www.worksafe.govt.nz.

2   Definitions
   Organisational or production requirements refer to the documented expectations, processes, methodologies and rules of etiquette in place for a specific organisation, venue, production or event.
   Production or event includes but are not limited to – events, performances, conferences, large meetings, film and television, broadcasts, livestream, concerts, stage shows, theatre, studios, dance shows, cultural performance, sporting events, music performances, competitive events, circus, festivals, trade shows, and exhibitions. May be inside or outdoors.

3   The Entertainment and Event Technology (Level 5) programme guidance document should be consulted when developing assessments leading to this unit standard.
   It can be found at www.skillsactive.org.nz.

Outcomes and performance criteria

Outcome 1

Establish operational processes for the successful implementation of the stage management requirements for a production or event.

Performance criteria

1.1   Establish communication methods for the stage management team to meet organisational or production requirements.

1.2   Establish decision making processes to meet stage management team, management, and event requirements.

1.3   Communicate the safe work methodology for the implementation of the stage management requirements.

Outcome 2

Coordinate a stage management team to implement the stage management requirements for a production or event.

Performance criteria

2.1   Monitor work plan and targets to meet implementation deadlines for the production or event.

2.2   Communicate any changes in timelines or requirements to stage management team.

2.3   Update workplans to reflect any new stage management requirements in conjunction with other departments.

2.4   Monitor performance of stage management team in terms of targets, deadlines, professionalism, and responsiveness.

Outcome 3

Lead the implementation of the stage management requirements in terms of equipment.

Performance criteria

3.1   Lead the installation of equipment to meet the stage management requirements.

3.2   Lead the commissioning of stage management systems processes, and trouble shoot as required to complete implementation.

3.3   Monitor and maintain stage management systems and processes to ensure effective operation during production or event.

3.4   Lead the removal of stage management equipment.

3.5   Facilitate and monitor safe working practices during the implementation of stage management requirements.

Outcome 4

Complete post-production processes for a stage management function within a production or event.

Performance criteria

4.1   Lead the removal of stage management equipment post production or event.

4.2   Complete post-production documentation processes for a stage management function.

           Range   may include but is not limited to - archiving plans or scripts, completing final show documentation, final invoicing.

4.3   Contribute to post-production debriefs and reporting in relation to stage management function.

4.4   Self-reflect on own performance to identify successes and areas for improvement.

Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 July 2021	N/A

Consent and Moderation Requirements (CMR) reference	0099

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

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