Title	Manage an audio team for a production or event		
Level	6	Credits	10

Purpose	People credited with this unit standard are able to: select and establish an audio team to implement the audio requirements for a production or event; manage an audio team to implement the audio requirements for a production or event; and evaluate performance of the audio team in terms of meeting audio and production process requirements for 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 procedures refer to instructions on organisational policy, process and procedure that are available within the workplace, venue or site.
  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 6) 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

Select and establish an audio team to implement the audio requirements for a production or event.

Range   may include but is not limited to – employees, contractors, volunteers, event personnel.

Performance criteria

1.1   Select the audio team to meet implementation and audio requirements.

Range   may include but is not limited to – skills, knowledge, availability, referees, suitability, strengths, and weaknesses.

1.2   Establish roles, responsibilities, and functions of the audio team in accordance with audio requirements.

Range   may include but is not limited to – desirable characteristics, specifying competencies, job analysis, job design, role descriptions, upskilling.

1.3   Structure the audio team to meet audio and venue requirements, maximise skills and experience of team members, and meet available time and budget requirements.

Range   may include but is not limited to – meeting customer needs, meeting design requirements, meeting safety requirements, cost effectiveness, sign off requirements, supervision requirements, hours of continuous work, accountability.

1.4   Finalise and document the structure of the audio team in accordance with production teams and venue requirements.

1.5   Establish support systems for the audio team in terms of compliance, welfare, human resource needs, and volunteer and contractor recruitment requirements.

Outcome 2

Manage an audio team to implement the audio requirements for a production or event.

Performance criteria

2.1   Describe techniques to develop a culture of safety in the workplace to the audio team, in terms of working practices and mentoring.

2.2   Establish work plan requirements and workflows in conjunction with production teams and the production process.

2.3   Monitor work plan and targets to meet implementation deadlines.

2.4 Evaluate, implement, and communicate any changes in timelines and deadlines to the audio team and wider production team.

2.5 Manage and document performance of the audio team in terms of targets, deadlines, responsiveness, and code of conduct compliance.

Outcome 3

Evaluate performance of the audio team in terms of meeting audio and production process requirements for a production or event.

Performance criteria

3.1 Lead debriefing in accordance with production requirements.

3.2 Evaluate action plans to identify opportunities for improvement.

3.3 Provide constructive feedback to the audio team on performance in accordance with audio requirements and production process requirements and highlight any issues or recommendations for improvement.

3.4 Make recommendations for improving the performance and capabilities of individual audio team members and the overall team.

3.5 Document and report on recommendations for future audio and overall production processes, implementation, or management.

3.6 Archive evaluation and post-production reports according to venue and organisational procedures.

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.