



## Higher National Unit specification

### General information for centres

**Unit title:** Stage Management

**Unit code:** F389 34

**Unit purpose:** This Unit is designed to provide candidates with practical experience and an understanding of stage management roles and processes throughout a theatrical production. It is primarily intended for candidates who wish to work as technical practitioners within the theatre/entertainment industry.

On completion of the Unit the candidate should be able to:

- 1 Manage pre-production phase.
- 2 Manage rehearsal phase.
- 3 Manage technical/dress phase.
- 4 Manage run phase.
- 5 Manage and evaluate post-production phase.
- 6 Describe factors relating to career development within technical theatre.

**Credit points and level:** 3 HN credits at SCQF level 7: (24 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Access to this Unit is at the discretion of the centre. However, candidates should possess a basic knowledge and understanding of the technical roles within a theatrical production team. This may be evidenced by the achievement of one or more of the following NQ Units:

D12L 11 *Small-Scale Production: Stage Management*  
D12Y 12 *Stage Management: In-House Production*  
D13A 12 *Stage Management: Touring Production*  
D194 11 *Theatre Production Skills*  
D13B 12 *Assistant Stage Management*  
D663 12 *Theatre Production Team*  
or SVQ level 2 or 3 Stage Management

**Core Skills:** : There are opportunities to develop the Core Skills of Working with Others at SCQF level 6 and Numeracy, Problem Solving, Communication and IT at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

## General information for centres (cont)

**Context for delivery:** If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

**Assessment:** Outcomes 1, 2, 3, 4 and 5 of this Unit could be assessed using the same assessment approach that requires the candidate to produce evidence of practical work undertaken and developed on a production. The candidate will perform stage management roles throughout the production processes and practical performance will be recorded against a series of observation checklists. Candidates will also be required to submit completed prompt copies, stage management files and log books for the entire production process.

Outcome 5 also requires the candidate to submit a written evaluation of their experiences of the roles and processes of stage management throughout a production.

Outcome 6 is assessed by candidate interview and supporting CV.

## **Higher National Unit specification: statement of standards**

**Unit title:** Stage Management

**Unit code:** F389 34

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### **Outcome 1**

Manage pre-production phase

#### **Knowledge and/or Skills**

- ◆ Preparation of prompt copy
- ◆ Arrangements for security and access to prompt copy
- ◆ Preparation of rehearsal space
- ◆ Preparation of call sheets
- ◆ Production meetings
- ◆ Communication with other people
- ◆ Preparation of props list
- ◆ Health and safety procedures

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by undertaking stage management role(s) during the pre-production process of a theatrical production enabling them to produce:

- ◆ accurate, neat and legible prompt copy that complies with accepted conventions
- ◆ arrangements for the security and access to the prompt copy
- ◆ accurate call sheets
- ◆ records and schedules of production meetings
- ◆ accurate and complete props lists, detailing sources of items

This evidence will be supported by an observation checklist recording the candidate's ability to prepare rehearsal space and communicate clearly, accurately and effectively with team members and colleagues. The checklist should also record the candidate's compliance with health and safety procedures.

Candidates will also be required to submit completed prompt copies, stage management files and log books for the entire production process.

## Higher National Unit specification: statement of standards (cont)

**Unit title:** Stage Management

### Assessment Guidelines

The assessment of this Outcome could be integrated with the assessment for Outcomes 2, 3 and 4. The production could be a drama, musical or dance production.

### Outcome 2

Manage rehearsal phase

#### Knowledge and/or Skills

- ◆ Maintenance of prompt script
- ◆ Rehearsal notes
- ◆ Creation of rehearsal schedule
- ◆ Maintenance of rehearsal schedule
- ◆ Blocking
- ◆ Prompting
- ◆ Creation of setting lists
- ◆ Creation of scene change lists
- ◆ Provision of resources (props, furniture, etc) required for rehearsals
- ◆ Monitoring of resources (props, furniture, etc) required for rehearsals
- ◆ Lighting/sound cue plotting
- ◆ Production meetings
- ◆ Petty cash
- ◆ Assistance to others to contribute to rehearsals
- ◆ Communication with other people
- ◆ Health and safety procedures

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by undertaking stage management role(s) during the rehearsal process of a theatrical production, showing that they can:

- ◆ maintain a prompt script that complies with accepted conventions
- ◆ record accurate and appropriate rehearsal notes
- ◆ create a rehearsal schedule
- ◆ maintain rehearsal schedule
- ◆ record blocking accurately
- ◆ prompt effectively as required
- ◆ create an accurate setting lists
- ◆ create accurate scene change lists
- ◆ provide resources (props, furniture, etc) required for rehearsals
- ◆ monitor resources (props, furniture etc) required for rehearsals
- ◆ plot lighting/sound cues accurately
- ◆ attend and record accurately production meetings
- ◆ handle petty cash

## Higher National Unit specification: statement of standards (cont)

### Unit title: Stage Management

- ◆ assist others to contribute to rehearsals
- ◆ communicate clearly, accurately and effectively with team members and colleagues
- ◆ demonstrate appropriate health and safety procedures throughout

The paperwork evidence should be supported by observational checklists recording provision of resources, compliance with health and safety procedures, and communication/interpersonal skills. Candidates will also be required to submit completed prompt copies, stage management files and log books for the entire production process.

### Assessment Guidelines

The assessment of this Outcome could be integrated with the assessment for Outcomes 1, 3 and 4. The assessor may use observation checklists to assess the candidate's performance on an ongoing basis throughout the rehearsal process. The production could be a drama, musical or dance production.

### Outcome 3

Manage technical/dress phase

#### Knowledge and/or Skills

- ◆ Creation and maintenance of production schedule
- ◆ Organisation of get in/fit up
- ◆ Setting up and maintenance of performing areas
- ◆ Setting up and management offstage areas
- ◆ Resource management (individuals, groups, etc) offstage
- ◆ Resource management (props, equipment, etc) offstage
- ◆ Lighting/sound plotting/re-plotting sessions
- ◆ Control of technical rehearsal
- ◆ Control of dress rehearsal(s)
- ◆ Monitoring and evaluating the technical/dress schedule
- ◆ Resetting
- ◆ Communication with other people
- ◆ Health and safety procedures

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by undertaking stage management role(s), during the technical/dress process of a theatrical production, showing that they can:

- ◆ create and maintain a production schedule
- ◆ organise get in/fit up
- ◆ set up and maintain performance areas
- ◆ set up and manage resources (individuals, groups, etc) offstage
- ◆ set up and maintain resources (props, equipment, etc) offstage
- ◆ manage lighting/sound plotting/re-plotting sessions

## Higher National Unit specification: statement of standards (cont)

### Unit title: Stage Management

- ◆ control technical rehearsal/s
- ◆ control dress rehearsal/s
- ◆ monitor and evaluate the technical/dress schedule
- ◆ manage resetting
- ◆ communicate clearly, accurately and effectively with team members and colleagues
- ◆ demonstrate appropriate health and safety procedures throughout

Evidence should be recorded on observation checklists supported by a production schedule.

Candidates will also be required to submit completed prompt copies, stage management files and log books for the entire production process.

### Assessment Guidelines

The assessment of this Outcome could be integrated with the assessment for Outcomes 1, 2 and 4.

Candidates may be assessed by tutor observational checklists on an ongoing basis throughout a technical/dress phase of a show. The show could be a drama, musical or dance production.

### Outcome 4

Manage run phase

#### Knowledge and/or Skills

- ◆ Creation of company call lists
- ◆ Pre-show checks
- ◆ Cueing/running of production
- ◆ Creation of show report
- ◆ Communication with team members and colleagues
- ◆ Health and safety procedures

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by undertaking stage management role(s), during the run phase of a theatrical production, showing that they can:

- ◆ create company call lists
- ◆ demonstrate pre-show checks
- ◆ demonstrate accurate and consistent cueing/running of the production
- ◆ communicate clearly, accurately and effectively with team members and colleagues
- ◆ demonstrate appropriate health and safety procedures throughout

Evidence should be recorded on an observation checklist(s) supported by the submission of company call lists and a show report.

Candidates will also be required to submit completed prompt copies, stage management files and log books for the entire production process.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Stage Management

### **Assessment Guidelines**

The assessment of this Outcome could be integrated with the assessment for Outcomes 1, 2 and 3.

Candidates may be assessed by tutor observational checklists on an ongoing basis throughout the run of a show. The production could be a drama, musical or dance production.

### **Outcome 5**

Manage and evaluate post-production phase

#### **Knowledge and/or skills**

- ◆ Creation of return/storage lists
- ◆ Organisation of strike/get out
- ◆ Debriefing sessions
- ◆ Communication with team members and colleagues
- ◆ Evaluation of stage management operation
- ◆ Health and safety procedures

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by undertaking stage management role(s), during the post-production phase of a theatrical production, showing that they can:

- ◆ create appropriate return/storage lists
- ◆ organise effectively a strike/get out
- ◆ participate effectively in a debriefing session
- ◆ communicate clearly, accurately and effectively with team members and colleagues

Practical evidence should be recorded on an observation checklist. The candidate should submit an evaluation report, of 750–1,000 words, of the stage management operation from an individual and team perspective. The evaluation report should be submitted within seven days of the final show. Candidates will also be required to submit completed prompt copies, stage management files and log books for the entire production process.

#### **Assessment guidelines**

The practical assessment element of this Outcome could be integrated with the assessment for Outcomes 1, 2, 3 and 4.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Stage Management

### **Outcome 6**

Describe factors relating to career development within technical theatre

#### **Knowledge and/or skills**

- ◆ Areas of employment within technical theatre
- ◆ Contracts of engagement
- ◆ Presentation of CV
- ◆ Taxation requirements of freelance workers
- ◆ Role of trade unions
- ◆ Self-management/seeking work

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they have a level of understanding of factors which would allow them to pursue career development within the area of technical theatre. Candidates should be assessed by an interview at which they must demonstrate a satisfactory awareness of:

- ◆ areas of employment in technical theatre
- ◆ types of contracts of engagement
- ◆ taxation requirements of a freelance worker
- ◆ role and benefits of relevant trade unions
- ◆ methods of seeking work

Evidence of the interview may be recorded by observation checklist and/or video.

Candidates should also submit a CV commensurate to obtaining employment within the area of technical theatre.

#### **Assessment guidelines**

It is recommended that the interview last approximately 15 minutes. The submitted CV should be discussed with the candidate in terms of presentation and detail.



## Administrative Information

**Unit code:** F389 34  
**Unit title:** Stage Management  
**Superclass category:** LE  
**Original date of publication:** August 2008  
**Version:** 01

### History of changes:

Version	Description of change	Date

**Source:** SQA

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## **Higher National Unit specification: support notes**

### **Unit title:** Stage Management

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 120 hours.

### **Guidance on the content and context for this Unit**

This Unit is intended to develop the candidate's stage management skills throughout the phases of a production. It is also intended to develop the candidate's skills in seeking career development within the theatre industry. The candidate should develop generic skills of stage management and not specifically to one area eg assistant stage manager (ASM) or deputy stage manager (DSM). It should be explained to the candidate that certain duties are conventionally carried out by specific stage management personnel but the allocation of specific duties vary dependant on size and operation of the theatre company. This applies throughout the Outcomes.

In Outcome 1 the candidate should develop skills in the management of the pre-production phase. This should include preparation of prompt copy, rehearsal space, call sheets and props list. The candidate should maintain records of attended production meetings and develop skills in communication with relevant production personnel. Opportunities should be taken to develop communication skills orally, in writing and by email. Health and safety issues should be discussed where appropriate.

In Outcome 2 the candidate should develop the required skills throughout the rehearsal period. Skills developed should include maintenance of prompt copy, creation and maintenance of rehearsal schedule, provision of resources (props), handling of petty cash, attending and recording production meetings. Health and safety issues should be discussed where appropriate.

In Outcomes 3 and 4 the candidate should develop skills in managing the dress/technical phase and run phase respectively. These skills should include organisation and management of get in, resources, performance and offstage areas, lighting and plotting sessions, dress/technical rehearsal and cueing and running of a production. Communication skills should be developed throughout and health and safety issues should be discussed where appropriate.

In Outcome 5 the candidate should manage and evaluate the post production phase. The skills developed should include the organisation and management of strike and get out and the evaluation of the stage management operation. Communication skills should be developed throughout and health and safety issues should be discussed where appropriate.

In Outcome 6 the candidate should develop the necessary skills to seek and maintain employment within the technical theatre industry. Skills developed should include an awareness of issues surrounding employment within the technical theatre industry, the ability to write a CV and take part in an interview. The interview should develop the candidate's communication skills in seeking employment within the technical theatre industry.

## **Higher National Unit specification: support notes (cont)**

**Unit title:** Stage Management

### **Guidance on the delivery and assessment of this Unit**

This Unit, which is likely to form part of a Group Award, is primarily intended to provide candidates with the necessary skills to carry out various roles within stage management. The Unit should be delivered in an appropriate theatre/stage environment. The Unit may be incorporated within public performance productions which will allow candidates to experience 'real' situations.

It is recommended that Outcomes 1–5 are assessed using the same assessment approach that requires candidates to produce evidence of practical work undertaken and developed throughout the various processes of a theatrical production. Assessment should be on an on-going basis, where relevant, throughout the delivery of the Unit and at times when the tutor feels that the candidate is ready to be assessed. Candidates will also be required to submit completed prompt copies, stage management files and log books for the entire production process.

A written evaluation of the stage management process should be submitted before the final interview. On-going assessment of practical activity should be recorded using observation checklists.

#### ***Opportunities for developing Core Skills***

There are opportunities to develop the Core Skills of Working with Others, Numeracy, Problem Solving, Communication and IT in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

The delivery and assessment of this Unit may offer opportunities to develop the components 'Critical Thinking', 'Planning and Organising' and 'Reviewing and Evaluating' of the Core Skill of Problem Solving at SCQF level 5. The general skill required is the ability to source props, cueing/running, managing resources and backstage area, lighting/sound, plotting, controlling dress rehearsal and pre-show checks, as well as managing the phases involved in a production and evaluating the post-production phase. Specific skills required at SCQF level 5 include identifying the factors involved in the situation, assessing their relevance, and developing and justifying an approach to deal with the situation.

The delivery and assessment of this Unit may contribute towards the component 'Written Communication' of the Core Skill of Communication at SCQF level 5, particularly in the preparation of prompt copy, call sheets scheduling, controlling dress rehearsal, recording production meetings, de-briefing and evaluation report. The general skills of the component are 'read, understand and evaluate written communication' for its reading element and 'produce well-structured written communication' for its written element. The delivery and assessment of this Unit may contribute towards the component 'Oral Communication' of the Core Skill of Communication at SCQF level 5, particularly in production meetings, verbal instructions, prompting, pre-show checks, de-briefing sessions and interview. Any preparation towards producing a report within the folio of evidence, such as reading and research will facilitate development of the component's reading element, as candidates will need to examine a variety of information.

The delivery and assessment of this Unit may contribute towards the component 'Working with Numbers' of the Core Skill of Numeracy at SCQF level 5, particularly in dealing with petty cash.

## Higher National Unit specification: support notes (cont)

### Unit title: Stage Management

The delivery and assessment of this Unit may offer opportunities to develop the Core Skill of Information Technology' at SCQF level 5, by the creation of lists, CV, evaluation by word processing, contact by email and use of spreadsheets.

The delivery and assessment of this Unit may contribute towards the Core Skill of 'Working with Others at SCQF level 6. The candidate will be working with others to analyse, plan and complete all the phases involved in the production including pre-production, rehearsal, technical/dress rehearsal, run and post-production phase.

### Open learning

The Outcomes in this Unit rely on developing stage management skills through participation during, and throughout, the phases of a production. It requires communication with production director and related production personnel on an active and on-going basis. Therefore opportunities for distance learning are extremely limited. Centres may, however find it possible to develop solutions, provided all Unit and Evidence Requirements are met in full. Technological advances may make the possibility of such creative solutions more widespread in the future.

For further information and advice please refer to the SQA document *Assessment and Quality Assurance for Open and Distance Learning* which is available on SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk).

### Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## General information for candidates

### Unit title: Stage Management

This Unit is primarily intended to develop your skills in stage management within a theatrical environment. Skills developed in this Unit could be used throughout a variety of stage management roles in the different phases of the production process. The skills developed in this Unit will enable you to plan, organise and execute stage management duties as part of a production team. Throughout the Unit you will develop a critical awareness of health and safety within the theatre industry. Within the Unit you will also develop skills enabling you to market yourself for employment within the theatre industry.

In Outcome 1 you will learn how to manage the pre-production phase. You will learn how to prepare a prompt copy, props lists, space for rehearsal and call sheets. You will attend and record production meetings.

In Outcome 2 you will learn how to manage the rehearsal phase of a production. You will work along with the director and other production personnel and maintain the prompt book, record blocking, prompt and attend production meetings.

In Outcome 3 you will learn how to manage the technical/dress phase of a production. Within this Outcome you will develop skills to enable you to control the dress and technical rehearsal. You will gain experience of managing both performing and offstage areas as well as being involved with lighting and sound plotting sessions.

In Outcome 4 you will manage the run phase of a production. You will gain experience of cueing and running a production as well as creating a show report.

In Outcome 5 you will manage the post production phase and organise strike and get out. You will be involved in debriefing sessions and an evaluation of the stage management operation.

In Outcome 6 you will develop skills for career development in technical theatre and gain experience of writing a CV.

The assessment of Outcomes 1-5 will be on an on-going basis and involve the observation of your practical abilities to manage, communicate and prepare the relevant paperwork throughout all production phases. In Outcome 5 you will be required to submit an evaluation report of between 750 and 1,000 words or equivalent. In Outcome 6 the assessment will take the form of an interview at which you will be required to submit a CV.