



## Higher National Unit specification: general information

**Unit title:** Stage Management: Advanced

**Unit code:** FA04 35

**Superclass:** LE

**Publication date:** August 2010

**Source:** Scottish Qualifications Authority

**Version:** 01

### Unit purpose

The Unit is designed to develop the advanced communication, organisational and team working skills necessary in the role of Stage Manager.

It will provide the environment to encourage independent working, explore advanced systems and techniques required in the presentation of theatrical and related products within the creative industries.

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

- 1 Manage and organise the stage management team through the production process.
- 2 Demonstrate leadership skills, applying independent thinking and creativity.
- 3 Evaluate own contribution to the stage management process.

### Recommended prior knowledge and skills

Access to this Unit is at the discretion of the delivering centre. However it would be beneficial if candidates possessed knowledge of the stage managers role within a theatrical production team. This could be demonstrated by the achievement of Unit F389 34 *Stage Management* or equivalent.

### Credit points and level

2 Higher National Unit credits at SCQF level 8: (16 SCQF credit points at SCQF level 8\*)

*\*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.*

## **General information (cont)**

### **Core Skills**

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

### **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**

This Unit could be assessed through combination of observation checklists and a portfolio of evidence (appropriate paperwork) for Outcomes 1 and 2 and a self-evaluation report for Outcome 3. There are opportunities to integrate the assessments of Outcomes 1 and 2.

## Higher National Unit specification: statement of standards

**Unit title:** Stage Management: Advanced

**Unit code:** FA04 35

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 and organise the stage management team through the production process.

#### Knowledge and/or Skills

- ◆ Team management
- ◆ Self management
- ◆ Time management
- ◆ Financial management
- ◆ Personnel and systems management
- ◆ Scheduling
- ◆ Budgeting
- ◆ Logistical planning
- ◆ Health and Safety procedures
- ◆ Leading meetings

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ manage all stage management systems
- ◆ control stage management budgets
- ◆ lead production and stage management meetings
- ◆ apply safe working practices to all work
- ◆ produce and/or collate appropriate paperwork to include:
  - provisional props list
  - examples of 'to do' lists
  - detailed props list
  - collated borrow forms
  - completed master borrow book (production contacts)
  - credits list
  - setting plot
  - running plot
  - budget estimates
  - budget analysis sheets
  - budget summary
  - risk assessment

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

**Unit title:** Stage Management: Advanced

- provisional and detailed schedules
- cue synopsis
- lighting plan
- ground plan
- lighting cue sheets
- sound cue sheets
- production meeting minutes
- accident/incident forms

### **Assessment Guidelines**

This Outcome could be assessed by a portfolio of appropriate paperwork (Production File) supported by an observation checklist to record the candidate's ability to manage and organise the production process. The assessment for Outcome 1 could be combined with Outcome 2.

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

**Unit title:** Stage Management: Advanced

### Outcome 2

Demonstrate leadership skills, applying independent thinking and creativity.

#### Knowledge and/or Skills

- ◆ Research skills
- ◆ Creative problem solving
- ◆ Interdisciplinary collaboration
- ◆ Communication skills
- ◆ Delegation
- ◆ Assertiveness
- ◆ Conflict management
- ◆ Initiative and autonomy

#### Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ effectively prioritise and delegate tasks
- ◆ demonstrate a positive and efficient approach to problem solving
- ◆ communicate effectively with each production department
- ◆ encourage openness and trust within the team
- ◆ identify and manage team strengths and weaknesses
- ◆ display supportive attitude to team, director and designers.
- ◆ communicate effectively, sensitively and supportively with performers during the rehearsal, production period and the run
- ◆ demonstrate assertiveness skills
- ◆ prioritise and respond appropriately to requests
- ◆ provide clear and concise instructions to team
- ◆ give positive feedback where appropriate
- ◆ ensure the provision and safe return of props and furniture appropriate to the production

#### Assessment Guidelines

This Outcome could be assessed by an observation checklist to record the candidate's ability to communicate effectively with the production team. The assessment for this Outcome could be combined with Outcome 1.

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

**Unit title:** Stage Management: Advanced

### **Outcome 3**

Evaluate own contribution to the stage management process.

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

- ◆ Self evaluation
- ◆ Best practice

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ critically evaluate their own performance in the role of stage manager
- ◆ identify their strengths and weaknesses
- ◆ identify areas for improvement

#### **Assessment Guidelines**

This Outcome could be assessed by a written or recorded oral self-evaluation report of approximately 2,000 words or equivalent.

## Higher National Unit specification: support notes

### Unit title: Stage Management: Advanced

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 80 hours.

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

This Unit is intended to develop the candidate's skills as a stage manager throughout the phases of a production. It is also intended to develop the candidate's skills in seeking career development within the theatre industry.

Effective communication and collaborative working are central to the student experience, whilst both encouraging the development of professional stage management techniques and using effective research and reflective practice.

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 be able to effectively manage and organise the stage management team through the preparation period, rehearsal period, production week, the run, returns and the strike, demonstrating a broad and detailed knowledge of a range of core theories, methods and concepts. Health and safety issues should be discussed where appropriate.

In Outcome 2 the candidate should engage in production work applying a high level of independent thinking and creativity whilst continuing to develop their skills in communication and collaboration. Health and safety issues should be discussed where appropriate.

In Outcome 3 the candidate should analyse and evaluate how the application of effective management, leadership and communication skills contributes to effective delivery of a production in the role of stage manager.

This Unit builds upon the knowledge and skills developed in Unit F389 34 *Stage Management* (8 SCQF points at SCQF level 7) and as such it would be beneficial if candidates had completed that Unit prior to undertaking this Unit. Where this Unit is delivered as part of the HND in Technical Theatre this is likely to be the case.

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

**Unit title:** Stage Management: Advanced

### 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 the role of stage manager. The Unit should be delivered in an appropriate theatre/stage environment. The Unit should be incorporated within public performance productions which will allow candidates to experience 'real' situations.

The Learning and Teaching strategies are designed to facilitate independent progress within a collaborative and supported structure which could include production work, individual and group research, lectures, practical workshops, group creative projects and tutorials

It is recommended that Outcomes 1 and 2 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 relevant paperwork and a production file for the entire production process.

Outcome 3 is a written evaluation of the stage management process and should be submitted before the final interview. On-going assessment of practical activity should be recorded using observation checklists. Key Transferable Skills: Management, effective communication, leadership, logistical planning, Health and Safety, problem solving, interdisciplinary collaboration, reflective practice, effective research skills.

Given the nature of this Unit there may be opportunities to integrate the delivery of this Unit with other related Units especially when delivered as part of an Higher National Award (HNC/HND).

This Unit provides underpinning knowledge and skills relevant to a number of related areas, where the Unit is delivered as part of the HND in Technical Theatre and Production Arts it is recommended that the Unit is delivered early in the first year of the HND (second year of HNC/HND). This will also allow candidates sufficient time to prepare for the HND Graded Unit which will also assess aspects of this Unit.

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

**Unit title:** Stage Management: Advanced

### Opportunities for developing Core Skills

There are opportunities to develop the Core Skills of *Working with Others*, *Numeracy*, *Problem Solving*, *Communication* and *ICT* 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, running, managing resources and backstage area, 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 schedules, setting and running plots, 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 to delegates, pre-show checks and de-briefing sessions. 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 and financial management.

The delivery and assessment of this Unit may offer opportunities to develop the Core Skill of *Information and Communication Technology* at SCQF level 5, by the creation of lists, CV, evaluation by word processing, producing production paperwork, contact by e-mail 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.

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

**Unit title:** Stage Management: Advanced

### **Disabled candidates and/or those with additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)

## History of changes to Unit

Version	Description of change	Date

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## General information for candidates

### Unit title: Stage Management: Advanced

The Unit is designed to develop your advanced communication, organisational and team working skills as necessary in the role of Stage Manager.

It will provide you with the environment to encourage independent working, explore advanced systems and techniques required in the presentation of theatrical and related products within the creative industries.

On completion of the Unit you will be able to:

- ◆ manage and organise the stage management team through the production process
- ◆ demonstrate leadership skills, applying independent thinking and creativity
- ◆ evaluate own contribution to the stage management process

You may be assessed through a combination of observation checklists of your performance in the role of a Stage Manager, a portfolio consisting of the paperwork you produce in this role and a self-evaluation report.

There will be opportunities for you to develop your Core Skills in *Working with Others*, *Numeracy*, *Problem Solving*, *Communication* and *ICT*.