



National Unit Specification: general information

UNIT Theatre Stage Management in Practice (SCQF level 6)

CODE F695 12

SUMMARY

In this Unit candidates will have the opportunity to acquire detailed knowledge and understanding of practical skills of stage management related to the roles of Stage Manager and Depute Stage Manager. This Unit has been designed for candidates who have prior knowledge and understanding of stage management roles but wish to use their knowledge and understanding in practice through the processes of a production. Emphasis is placed on the demands of team working, clear communication skills and management skills within the stage management area. This Unit allows the candidate to participate in the role of Stage Manager **or** Depute Stage Manager throughout the production process.

This is an optional Unit within the National Certificate in Technical Theatre (SCQF level 6), but may also be taken as a free standing Unit.

OUTCOMES

- 1 Undertake stage management duties during the rehearsal process.
- 2 Compile a prompt book for a production.
- 3 Undertake the duties of a Stage Manager/Depute Stage Manager during a performance.
- 4 Evaluate the production process.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

Administrative Information

Superclass: LE

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CREDIT VALUE

1 credit at SCQF level 6 (6 SCQF credit points at SCQF level 6*)

**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*

CORE SKILLS

There is no automatic certification of Core Skills in this Unit.

The Unit provides opportunities for candidates to develop aspects of the following Core Skills:

- ◆ Communication
- ◆ Working with Others

These opportunities are highlighted in the Support Notes of this Unit Specification.

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Undertake stage management duties during the rehearsal process.

Performance Criteria

- (a) Organise and lead production meetings.
- (b) Arrange and manage rehearsal schedules.
- (c) Prepare the rehearsal space.
- (d) Manage appropriate technical staff.
- (e) Lead the technical rehearsal.

OUTCOME 2

Compile a prompt book for a production.

Performance Criteria

- (a) Transfer the performance script, score or scenario into prompt book format.
- (b) Create a title page and contents section in the prompt book.
- (c) Write a detailed cast and crew contact sheet and file in the prompt book.
- (d) File prop lists, ground plans, preliminary lighting and sound lists in the prompt book.
- (e) Record actors' moves and technical cues.

OUTCOME 3

Undertake the duties of a Stage Manager/Depute Stage Manager during a performance.

Performance Criteria

- (a) Manage pre-show procedures.
- (b) Manage the performance.
- (c) Maintain a safe working environment on and off stage.

OUTCOME 4

Evaluate the production process.

- (a) Produce show report.
- (b) Evaluate own and others' contribution post-production.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

For Outcomes 1 and 2, performance evidence supplemented by an Assessor's Observation Checklist, and written and/or oral evidence, is required to demonstrate that the candidate has achieved the standard specified in the Outcomes and Performance Criteria. The candidate must demonstrate their ability to:

- ◆ Organise and lead production meetings
- ◆ Arrange and manage rehearsal schedules
- ◆ Prepare the rehearsal space

To support this, the candidate will compile a folio containing production meeting records and rehearsal schedules.

In addition the candidate will then be required to create a prompt book compiled from a play, score or detailed scenario. The prompt book will be created under open-book conditions throughout the rehearsal process and must contain the following:

- ◆ Title page
- ◆ Contents list
- ◆ Detailed cast and crew contact sheet
- ◆ Props list
- ◆ Ground plans
- ◆ Setting plots
- ◆ Preliminary lighting and sound lists
- ◆ Technical cues
- ◆ Actors' moves

All of the above must use accepted notation.

For Outcome 3 the candidate will undertake the duties of a Stage Manager **or** a Depute Stage Manager during a performance. The minimum duration of the performance must be 30 minutes. Performance evidence, supplemented by an Assessor's Observation Checklist, is required to demonstrate that the candidate has achieved the standard specified in the Outcomes and Performance Criteria.

Stage Manager

The candidate must demonstrate the ability to:

- ◆ Manage pre-show procedures
 - Set up performance area
 - Set up and manage backstage area (ie set, props, wardrobe, technical equipment etc)
 - Coordinate effectively team members and other stage personnel
 - Maintain a safe working environment on and off stage

National Unit Specification: statement of standards (cont)

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During the performance the Stage Manager will manage resetting of the stage and backstage areas as required and continue to coordinate effectively with team members and other stage personnel and maintain a safe working environment on and off stage.

Depute Stage Manager

The candidate must demonstrate the ability to:

- ◆ Manage pre-show procedures
 - Manage pre-show technical checks
 - Communicate effectively with others
 - Maintain a safe working environment

- ◆ Manage the performance
 - Give backstage and front of house calls
 - Demonstrate accurate and consistent cueing/running of the performance
 - Communicate effectively with others
 - Maintain a safe working environment

For Outcome 4 performance evidence supplemented by an Assessor's Observation Checklist and written and/or oral evidence is required. This evidence will be generated during the course of the technical and dress rehearsals and performances and the post production meeting. The Stage Manager and Depute Stage Manager will each complete a show report after the performance. The candidate must participate in a final post production meeting and demonstrate the ability to evaluate their own and others' contribution to the production process.

National Unit Specification: support notes

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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 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This is an optional Unit within the National Certificate in Technical Theatre (SCQF level 6), but can also be taken as a free-standing Unit.

The Unit is designed to develop the candidate's practical stage management skills throughout all phases of a production. This is a highly practical Unit in which candidates work effectively as a leading member of a production team either in the role of Stage Manager or Depute Stage Manager. Candidates should develop a range of practical stage management skills during the pre-rehearsal period, rehearsal period and performance. This should include the creation and maintenance of relevant documentation, where required, during the production process. Candidates should also demonstrate the ability to manage other members of the stage management team and crew and evaluate both their personal contribution and the contribution of other members of the team throughout the production process.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The main emphasis of the Unit is the candidate's development and application of the practical skills associated with the role of Stage Manager **or** Depute Stage Manager. The Outcomes in this Unit should be delivered sequentially. A stronger sense of cohesion may be gained by integrating the teaching of Outcomes 1 and 2, allowing the documentation and production meetings to be consolidated through the rehearsal process. Health and safety and safe working practices should be considered throughout and a strong emphasis should be placed on the practical skills of team working and the need to communicate clearly and courteously at all times.

Different factors will influence the delivery of this Unit, for example, the size of the production; the number of candidates in the class group; the length of the run of the production. If the Unit is undertaken by 1 or 2 candidates at the same time, the delivery will be straight forward eg 1 candidate acts as stage manager and 1 as depute stage manager throughout the production process. However, for larger groups of candidates (3 or above), Outcomes 1 and 2 could be achieved through a team approach. However, each candidate must achieve Outcomes 3 and 4 as an individual ie undertaking the role of Stage Manager or Depute Stage Manager for one performance and evaluating this individually.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates are required to provide documentation relating to a theatrical performance and are also required to produce documentation related to production meetings. These offer good opportunities for the candidate to develop aspects of the Core Skill *Communication*. The candidate has to manage cast and other members of the production team as well as the possibility of cueing a performance. This will provide opportunities to develop aspects of the Core Skills *Communication* and *Working with Others*.

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The Unit could be assessed by means of a practical assignment whereby the candidate fulfils the role of Stage Manager **or** Deputy Stage Manager for a production of a play, score or scenario. This should be issued at the start of the Unit. The following are suitable instruments of assessment:

For Outcomes 1 and 2, a suitable instrument of assessment is a practical assignment where the candidate keeps and maintains a folio containing production meeting records and rehearsal schedules. In addition, the candidate would create and maintain a prompt book containing relevant information throughout the rehearsal period.

For Outcome 3, a suitable instrument of assessment is a practical assignment, where the candidate fulfils the role of Stage Manager **or** Depute Stage Manager during rehearsals and performances.

For Outcome 4 the candidate could be assessed by means of a written show report and either discussion or short interview at a post-production meeting.

As a potentially valuable learning, teaching and assessment tool, video/DVD recording could be used for the candidate to reflect on their own practical performance and for formative assessment.

Time should be allowed for any necessary reassessment.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

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