



National Unit Specification: general information

UNIT Theatre Stage Management Operations (SCQF level 6)

CODE F5LC 12

SUMMARY

This Unit aims to provide candidates with detailed knowledge and understanding of the key aspects of stage management. Throughout the Unit, both theoretical knowledge and practical skills will be developed. This Unit has been designed for candidates who have an interest in and/or prior experience of technical theatre and aims to promote the development of the candidate's stage management knowledge and skills throughout the phases of a production. In this Unit, emphasis is placed on the demands of team working and clear communication skills within the stage management area.

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

OUTCOMES

- 1 Identify and describe roles and responsibilities of stage management.
- 2 Complete and organise rehearsal and performance documentation.
- 3 Demonstrate operation of prompt corner.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

Administrative Information

Superclass: LE

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CREDIT VALUE

2 credits at SCQF level 6 (12 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.

This Unit provides opportunities for candidate 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 SQA.

OUTCOME 1

Identify and describe roles and responsibilities of stage management.

Performance Criteria

- (a) Identify and describe roles and responsibilities of stage management during the rehearsal process.
- (b) Identify and describe roles and responsibilities of stage management during the performance.
- (c) Identify and describe roles and responsibilities of stage management in relation to safe working practices.

OUTCOME 2

Complete and organise rehearsal and performance documentation.

Performance Criteria

- (a) Complete documentation relevant to the rehearsal and performance process.
- (b) Complete administrative documentation relevant to the production process.
- (c) Complete production meeting records.
- (d) Ensure all documentation relating to the production is organised effectively.

OUTCOME 3

Demonstrate operation of prompt corner.

Performance Criteria

- (a) Prepare, organise and manage prompt corner effectively.
- (b) Use prompt desk for cueing and talk-back.
- (c) Liaise effectively with director and production team.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required that candidates have achieved all Outcomes and Performance Criteria.

For Outcome 1 written and/or oral evidence is required that the candidate has achieved the standard specified in the Outcome and Performance Criteria. The evidence for Outcome 1 will be obtained under controlled, supervised conditions. The assessment will be closed-book and will be gathered on one assessment occasion.

Candidates must be able to identify and describe stage management roles, responsibilities during the rehearsal period and responsibilities during the performance and runs, including human resources, physical resources and safe working practices.

For Outcome 2, written and/or oral evidence is required that the candidate has achieved the standard in the Outcome and Performance Criteria. Working from a given brief, the candidate will be required to create a portfolio of documentation for a possible production of a short extract from a play. The portfolio will be gathered under open-book conditions throughout the delivery of the Unit and must contain:

- ◆ documentation relevant to the rehearsal and performance process: prompt copy, props requirements list, props setting lists, production and rehearsal schedules and plans
- ◆ administrative documentation relevant to the production process: props and petty cash budget, contacts list
- ◆ production meeting records

For Outcome 3, performance evidence, supplemented by an Assessor Observation Checklist, is required to record evidence that the candidate has achieved the standard in the Outcome and Performance Criteria. This assessment evidence will be gathered towards the end of the Unit.

Candidates will be required to operate a prompt corner. They are required, by using a prompt desk, to cue a section of a show and use talk-back. This section must be a minimum of 20 minutes in duration and, in particular, candidates must demonstrate the ability to:

- ◆ prepare, organise and manage prompt corner
- ◆ use prompt desk for cueing and talk-back
- ◆ liaise effectively with director and production team

The Assessment Support Pack (ASP) for this Unit provides sample assessment material including assessor checklists. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

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 80 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is a mandatory Unit of the National Certificate in Technical Theatre (SCQF level 6). The Unit may also be offered as a free standing Unit, which may be studied as part of a general education, for vocational reasons or as a leisure interest.

This Unit is intended to develop the candidate's stage management knowledge and skills throughout the phases of a production. The candidate should develop generic skills of stage management and not specifically to one area eg Assistant Stage Manager or Deputy Stage Manager.

Outcome 1

This Outcome should provide candidates with the knowledge and understanding of roles and responsibilities of stage management. It should be explained to candidates that certain duties are conventionally carried out by specific stage management personnel but the allocation of specific duties vary dependent on size and operation of the theatre company. Emphasis should be placed on demands of team working and clear communication within the stage management area.

Stage management roles should include Company Stage Manager, Stage Manager, Deputy Stage Manager, Assistant Stage Manager and Crew Member.

Responsibilities should include:

Rehearsal period

Read through, production meetings, running rehearsals, marking out of set, setting up, obtaining rehearsal props and furniture, props budgeting, producing rehearsal schedule(s), call sheets, prompt copy, prompting, recording blocking, script changes, reading in, first aid, health and safety, preparing rehearsal space, supporting director, actors or other production departments.

Performance and runs

Technical preparation, get in, get outs, use of stage management desk, artist calls, front-of-house calls; producing show reports, acting as prompt, liaising with front-of-house (FOH) manager, checking that crew and performers are all in attendance, health and safety.

Human resources: organising and motivating, coordination of stage crew, maintaining backstage discipline, liaising and coordinating with other departments.

National Unit Specification: support notes (cont)

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Physical resources: maintaining all backstage and storage areas, maintaining stage equipment, maintaining materials and tools.

Safe working practices: handling and lifting, working at heights, use of toxic materials, recognising potential hazards, securing cables, keeping fire exits and gangways clear, handling of food and drinks, swords and guns, location and use of fire extinguishers, safety curtain.

Outcome 2

This Outcome aims to provide the candidate with the knowledge and skills to produce and organise documentation related to the rehearsal and production process. The documentation should include: prompt copy, call sheets, props requirements list, props setting lists, production and rehearsal schedules and plans, production meeting records, rehearsal and show reports.

Administrative documentation should include: props and petty cash budget, contacts list.

Outcome 3

This Outcome aims to provide the candidate with the knowledge and skills to operate the prompt corner. This Outcome should enable knowledge and skills developed in Outcomes 1 and 2 to be used in a practical activity. Candidates should call a section of a show with reference to the prompt book and the use of a prompt desk. The prompt desk need only have basic facilities but must allow the candidate to cue and make calls.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The Outcomes 1 and 2 of this Unit should be delivered before Outcome 3 to enable the candidate to use the knowledge and understanding required for Outcome 3. A stronger sense of cohesion may be gained by integrating the teaching of Outcomes 1 and 2 allowing the documentation and roles and responsibilities to be consolidated through practical exercises. Health and safety and safe working practices should be considered throughout and a strong emphasis should be placed on the requirements of team working. Personal background research should be encouraged through reading technical theatre books, via the internet and visits to the theatre to enhance learning.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates are required to provide documentation related to a theatre production and are also required to produce documentation related to production meetings. These offer ideal opportunities for the candidate to develop aspects of the Core Skill *Communication*. The candidate also has to cue a segment of a show and communicate using talk-back with other members of the production team, providing 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

A suitable instrument of assessment for Outcome 1 is short answer questions.

A suitable instrument of assessment for Outcome 2 is a portfolio containing notes, sketches and completed forms. Candidates should be issued with a brief that will allow the production of the required documentation. Notes from production meetings could be obtained by the candidate from a video/DVD or audio recording of production meetings.

A suitable instrument of assessment Outcome 3 is a practical assignment.

Time should be allowed for any necessary re-assessment.

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