

# Stage Manager

ANZSCO: 212316

Group B

## About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.












## Job description

Stage Manager plans, organises, supervises and coordinates the activities of workers responsible for placing sets and properties, and operating lighting and sound equipment as part of film, television or stage productions.

# Stage Manager is a VETASSESS Group B occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher.

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP B	Criteria for a positive Skills Assessment			
	Minimum comparable Bachelor or higher degree AQF level***	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**
1	 + 	N/A	+ 	1 YEAR minimum
2	 + No highly relevant major	+ 	+ 	2 YEARS minimum
3	 + No highly relevant major	+ No additional highly relevant qualifications	+ 	3 YEARS minimum
Pre-qualification methodology can apply to Group B occupations				
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Comparable Bachelor degree AQF level
4	 + 	+ N/A	+ N/A	+ 
	Within last 5 years			

\* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- > AQF Diploma
- > AQF Advanced Diploma
- > AQF Associate Degree or
- > AQF Graduate Diploma

\*\*\* Bachelor degree or higher degree includes:

- > AQF Master Degree or
- > AQF Doctoral Degree

\*\* Highly relevant paid employment duration (20 hours or more per week)

1–3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 6 years of relevant employment required – five years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

\*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining five years of pre-qualifying period may be within the last ten years. A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

## Qualification

Stage Management is a specialisation in Drama and Theatre Studies and may be combined with a Technical Theatre specialisation and/or offered within a Dramatic Art (Production) stream.

Stage Management is the study of the coordination and execution of small and large-scale live performances.

Technical Theatre or Theatre Design and Technology is a program of study that prepares individuals to apply artistic, technical and dramatic principles and techniques to the communication of dramatic information, ideas, moods, and feelings through technical theatre methods.

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field highly relevant to the nominated occupation.

## Employment Criteria

Highly relevant tasks include, but are not limited to:

- Confers with production personnel to determine production requirements
- Interprets stage or set diagrams to determine layout
- Carries out Art Director's instructions by supervising crew engaged in placing of scenery, equipment or properties
- Implements instructions from Media Producers and Directors during course of production
- Reads annotated script during rehearsals and performances and gives cues for lights, properties and sound effects using cue cards, hand signals and radio
- Gives cues and directions to ensure that Actors, Singers or Dancers appear in the right place at the right time
- Conducts production meetings and controls communications during productions
- Administers running costs and petty cash float during rehearsals and performances
- Analyses and interprets the script, plans, models and designs for all relevant technical and production information
- Talks with management, designers and the director to determine requirements for rehearsal and performance
- Undertakes administrative functions including prioritising tasks and determining production resources such as time, finance, personnel and physical space
- Prepares for rehearsals and obtain all necessary resources, such as props, costumes and settings
- Prepares and distributes all necessary rehearsal, production and performance documentation
- Prepares the prompt copy, which defines actors' calls and movements, technical cues, stage elements, props and moving scenery, and front-of-house communications

- Organises the rehearsal space and process, including final transfer to the theatre
- Supervises and directs backstage staff and members of the stage management team
- Gives cues for lights, sound, cast entrances, moving scenery and other performance elements
- Makes sure production resources are stored safely
- Supervises the positioning of scenery, props and lighting and sound equipment

