

2011



salamanca performing arts
course in entertainment

**Advanced Diploma of Stage Management
Diploma in Live Production, Theatre and Events**

COURSE INFORMATION HANDBOOK

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INDEX

Diploma in Live Production, Theatre and Events

1. Aim of course	3
2. Who is likely to be interested	3
3. Overview	3
4. Campus	4
5. Delivery Methods.....	4
6. Duration and contact hours.....	4
7. Attendance.....	5
8. Entry Requirements	5
9. Student Profile.....	6
10. Course structure	6
11. Pathways for further study	7
12. Assessment Overview	7
13. Recognition of prior learning	7
14. Fees.....	7
Appendix A - Course Units.....	8
Appendix B – Units required for qualification.....	9

1. AIM OF THE COURSE

The Salamanca Performing Arts Course in Entertainment (SPACE) aims to produce graduates with the broad-based knowledge and practical skills required to gain and sustain professional employment in the arts and entertainment industry

- as a member of the technical crew on a show or event,
- as an employee of a theatre-based or independent production company,
- as a team member or leader of a production crew in a variety of venues and industry contexts.

What you can get out of SPACE

Technical production in theatre and live events is an area with good prospects for employment, and is currently forecast to continue as a growth sector of the economy.

SPACE delivers training in a variety of specialisations designed to prepare students for a career in their chosen field. SPACE students have opportunities to gain technical skills in a range of areas including lighting, sound, staging, stage management or set and props making. Students will be individually counselled in the selection of the most suitable subjects based on their occupational goals.

Completion of Certificate, Diploma and Advanced Diploma courses can lead to work in:

- theatre, corporate presentation, festivals, and other live entertainment,
- film and television productions,
- contemporary music performance,
- display construction, and
- tourism-linked entertainment such as theme parks, casinos and cruise ships.

2. WHO IS LIKELY TO BE INTERESTED

The SPACE course will appeal to people who see themselves as being engaged in the entertainment industry as technicians or managers in either theatre or events, whether as full-time or as committed part-time professionals. In particular it will appeal to:

1. School-leavers seeking to make a professional career in the entertainment industry;
2. People who wish to gain accredited, nationally portable, in-demand skills, which can lead to regular work;
3. People who already have experience in any combination of professional, amateur, cooperative or community-based theatre, and who wish to refine their skills and gain formal recognition for them.

3. OVERVIEW

The SPACE course is part of the National Entertainment Industry Training Package. Students can enroll in the Diploma of Technical Operations or the Advanced Diploma of Stage Management and will be trained and assessed in a number of core units, stream units and electives.

At the end of the course students will receive:

- a qualification at either Cert III, Cert IV Dip or Adv Dip depending upon performance and/or

- a statement of attainment for any additional units completed

If students have not completed a sufficient number of units to achieve a full qualification they will be issued with a statement of attainment for any units they have completed.

The qualifications are recognised nationally and employers will expect diploma graduates to have been trained in their study areas to a level at which they are able to plan their own work, and to work in teams under the supervision of stage managers and heads of departments.

4. CAMPUS

The SPACE course is currently delivered from the campus of the Tasmanian Polytechnic and Tasmanian Academy Hobart Campus, Olinda Grove Mount Nelson. The Campus has a fully equipped 600 seat proscenium arch theatre with fly tower, dressing rooms and foyers as well as a large drama studio with a fixed lighting grid, workshop and props bay. SPACE also accesses other Hobart Campus facilities including computer labs, workshops, electronics lab, library and audio-visual services.

5. DELIVERY METHODS

SPACE offers extensive, practical, 'hands-on' training structured around three methodologies:

- Concentrated formal delivery of contemporary practices by industry professionals
- Extensive practice and development of skills on SPACE and Hobart Campus productions
- Work placements or employment in the professional industry.

Delivery modes include workshop demonstration and practice, lectures, independent learning assignments, tutorials, production and workplace training.

6. DURATION AND CONTACT HOURS

The course is two-years Full Time (40 contact weeks per year) or Part Time equivalent. Students are expected to work weekdays, February through to December, with two two-week holiday periods.

Note: In 2011 SPACE holidays DO NOT coincide with standard Tasmanian school holidays.

During performance projects and industry placements, late nights and after-hours work would also be expected. Students are expected to be able to arrange their own transport to and from after-hours work.

During formal intensive classroom modules, First Year contact hours may be up to 20 hours per week and 30 hours per week for Second Year students. This reflects a combination of scheduled lessons and time spent on unsupervised assessment, research and project work. During placements and productions, contact hours are more flexible, but will average at least 24 per week.

Practical delivery of subjects includes a range of practical exercises. Students will work on in-house productions (e.g. Hobart Campus musicals) and SPACE Student Projects. Students will undertake

formal placements with professional organisations working on a range of live events. Students will also need to attend production meetings and will visit a variety of facilities and venues.

7. ATTENDANCE

Punctual attendance at all classes and all other calls is **compulsory** except in cases of illness, where medical certification is required. This reflects normal expectations in the industry.

Attendance is also mandatory for

- Post project feedback meetings
- Portfolio reviews
- Common classes
- Production meetings

Attendance records will be kept for each subject and these will form part of a student's final assessment.

8. ENTRY REQUIREMENTS

Applicants should be at least 17 years of age (with TCE qualifications preferred but not mandatory) or be of mature age with appropriate industry experience.

They will generally need to be of sound health and fitness, with a willingness to work long hours. They will also need to be able to demonstrate a strong desire to work in the entertainment industry.

All applicants will be required to participate in a selection interview to help determine their suitability for the course.

Applicants who do not meet aspects of the entry requirements but who can demonstrate real commitment to the entertainment industry may be admitted at the discretion of the selection panel.

9. STUDENT PROFILE

To have a high expectation of successfully completing the Advanced Diploma or Diploma students should possess the following skills and personal attributes.

- Previous experience in school, amateur, semi-professional or professional theatre or other areas of the entertainment industry.
- The ability to communicate courteously and effectively with a wide range of people.
- A realistic view of the Entertainment Industry as a career and a general awareness of working conditions.
- High motivation for creating a career as a designer or technician in the entertainment industry.

- The ability to take substantial individual responsibility for the standard of their own work.
- The ability to manage time effectively and independently plan their study schedule.
- The ability to work both independently and collaboratively to achieve team goals.
- Sufficient flexibility to adapt to attendance requirements for classes and productions.
- The willingness to study and work at times when your friends will be socialising.
- Experience with or no fear of learning to use hand and power tools.
- Written and spoken English.
- The ability to undertake reasonably hard physical tasks including loading trucks and containers, lifting and climbing.
- The stamina to work long hours per day, for several days without a day off, when required.
- The ability to work at heights on ladders and elevated platforms, have a head for heights or be able to develop the skill.
- Awareness of any allergies, particularly to adhesives, workshop air borne particles, for example MDF.
- Awareness of any anomaly to accurate colour perception.

Applicants who are most successful are those who have studied to year 12, including maths and physics to at least year 10, and who also have sufficient previous experience to make an informed choice when selecting this course.

10. COURSE STRUCTURE

The subject streams being offered in 2011 are

- Core Units also incorporating underpinning units. These units are compulsory for all students.
- Audio/ Lighting

For detailed subject information see appendix A

Typically students are enrolled in a range of units that add up to more than the minimum requirement for a Diploma qualification. There are a number of reasons for this:

1. The nature of the local industry typically requires technicians with a broad range of skills, for example most theatre and production companies would rather employ one technician who can rig and operate both lights and sound for small productions, therefore SPACE trains Audio/Lighting students to have skills and knowledge in both of these areas.
2. The course is structured so that an Exit Strategy exists for students who either leave the course early or who do not achieve competence in their units of study at Diploma level. For this reason students enrol in a number of Certificate III and IV Core units as well as Diploma units. This gives students the opportunity to achieve a lower level qualification, should they exit the course early or not achieve Diploma level competence, **provided that they are competent at the required level in the necessary units for the lower qualification.**
The units for which competence is required to gain a qualification at each available level are specified in Appendix B of this handbook.

If you have not completed a sufficient number of units to achieve a full qualification you will be issued with a statement of attainment for any units you have completed.

Further information on course structure is given during student enrolment and induction.

11. PATHWAYS FOR FURTHER STUDY

The SPACE course is excellent preparation for entry into theatre or drama degree programs at university level, and further study at institutions such as the School of Visual and Performing Arts University of Tasmania, NIDA, the VCA or WAPPA.

12. ASSESSMENT OVERVIEW

Assessment of the all units will be conducted in accordance with the assessment guidelines and competency standards of the official Training Packages.

Whilst some streams and levels of study require a higher content of theory, written and research skills, the ultimate criteria for assessment is a student's ability to demonstrate competency in their selected streams under pressure on productions.

Individual assessments will be conducted for each unit of the course, and the processes will be valid, reliable, fair and flexible. The assessment procedures and criteria for judging performance will be made clear to all participants enrolled in this course.

13. RECOGNITION OF PRIOR LEARNING

Students who have gained skills through other formal studies in the same related area, informal, 'on-the-job', training or experience and who believe that they have the required skills to meet the assessment criteria of a unit offered in this Training Package, may apply for recognition of those skills. RPL is processed after the applicant has been accepted into the course and may be discussed at the Subject Selection Interview prior to enrolment. Fees apply to RPL and the process of gaining recognition may involve formal assessment.

14. FEES

The maximum fee that a student will pay for this course in a calendar year is currently capped at **\$990** per annum. Fees are calculated individually for each student based on the units of study selected and the cost of delivering those units.

Students who are holders of a Pensioner Concession Card, a Health Care Card, or a Veterans Affairs Pensioner Card are eligible for a concession that is currently capped at **\$275**

Students will graduate with no HECS debt.

APPENDIX A

FIRST YEAR

CORE UNITS

Source and apply entertainment industry knowledge
Participate in OHS processes
Work with others
Manage own work and learning
Use hand tools
Use power tools/hand held operations
Handle physical elements safely during bump in / bump out
Produce simple word-processed documents
Create and use spreadsheets

AUDIO / LIGHTING 1 STREAM

Apply a general knowledge of audio to work activities
Select and manage microphone and other audio inputs
Install, align and test audio equipment
Operate professional audio equipment
Repair and maintain audio equipment
Apply a general knowledge of lighting to work activities
Repair and maintain production equipment
Prepare, install and test lighting equipment
Record and operate standard lighting cues

Electives

Analyse performance outline/script
Apply a general knowledge of theatrical rigging

SECOND YEAR

CORE UNITS

Implement workplace health, safety and security procedures
Manage people performance
Promote team effectiveness
Manage risk
Organise and monitor bump in/ bump out
Coordinate production operations
Establish and manage production requirements and resources

AUDIO / LIGHTING 2 STREAM

Operate wireless audio equipment
Mix live audio
Set up and operate stage monitor systems
Manage and compile audio replay material
Install and operate follow spots
Explore the use of colour
Set up, record and operate lighting cues and effects
Record and operate lighting using advanced techniques

Electives

Provide First Aid (Workplace II Senior First Aid) St John
Compile production schedules

APPENDIX B

SPACE Course Structure – Units and Exit Points AUDIO/LIGHTING STREAM

Units for Certificate III Qualification after one year of training – 11 Units Total

Units for Certificate IV Qualification after two years of training – 14 Units Total

CORE UNITS – Must be competent in ALL four

CORE UNITS – Must be competent in ALL five

Source and Apply Entertainment Industry Knowledge
Participate in OHS processes
Work with others
Manage own work and learning

Source and Apply Entertainment Industry Knowledge
Implement Workplace Health, Safety and Security Procedures
Promote team effectiveness
Coordinate Production Operations
Organise and Monitor Bump in/ Bump out

STREAM AND ELECTIVE UNITS – Must be competent in at least seven of these.

STREAM AND ELECTIVE UNITS – Must be competent in at least 9 of these.

COMMON UNITS (ALL STREAMS)
Use Hand Tools
Use power tools/hand held operations
Handle Physical Elements Safely during Bump In / Bump Out
Produce simple word processed documents
Create and use spreadsheets
AUDIO/LIGHTING 1
Apply a General Knowledge of Audio to Work Activities
Apply a General Knowledge of Lighting to Work Activities
ELECTIVES
Apply a general Knowledge of Theatrical Rigging
Analyse Performance outline/Script

FROM FIRST YEAR OF STUDY

COMMON UNITS (ALL STREAMS)
Use Hand Tools
Use power tools/hand held operations
Handle Physical Elements Safely during Bump In / Bump Out
AUDIO/LIGHTING 1
Apply a General Knowledge of Audio to Work Activities
Select and Manage Microphones and other Audio Inputs
Install, Align and Test Audio Equipment
Operate Professional Audio Equipment
Repair and Maintain Audio Equipment
Apply a General Knowledge of Lighting to Work Activities
Repair and maintain production equipment
Prepare, Install and Test Lighting Equipment
Record and Operate Standard Lighting Cues
ELECTIVES
Apply a general Knowledge of Theatrical Rigging
Analyse Performance outline/Script

FROM SECOND YEAR OF STUDY

Operate Wireless Audio Equipment
Mix live audio
Set up and operate stage monitor systems
Manage and compile audio replay material
Install and Operate Follow Spots
Explore the use of colour
Set up, Record and Operate Lighting Cues and Effects
Record and Operate Lighting using Advanced Techniques
ELECTIVES
Compile production schedules
Provide First Aid (Workplace II Senior First Aid) St John

Enrol at Diploma level

Option to exit at Certificate III level after 1 year

Graduate at Certificate IV or Diploma level

FIRST YEAR

SECOND YEAR

CORE UNITS – Must be competent in ALL SEVEN**Units for Diploma Qualification after two years of training – 21 Units Total**

Source and Apply Entertainment Industry Knowledge
Implement Workplace Health, Safety and Security Procedures
Manage people performance
Manage risk
Organise and Monitor Bump in/ Bump out
Coordinate Production Operations
Establish and manage production requirements and resources

FROM FIRST YEAR OF STUDY**COMMON UNITS (ALL STREAMS)**

Use Hand Tools
Use power tools/hand held operations
Handle Physical Elements Safely during Bump In / Bump Out
AUDIO/LIGHTING 1
Apply a General Knowledge of Audio to Work Activities
Select and Manage Microphones and other Audio Inputs
Install, Align and Test Audio Equipment
Operate Professional Audio Equipment
Repair and Maintain Audio Equipment
Apply a General Knowledge of Lighting to Work Activities
Repair and maintain production equipment
Prepare, Install and Test Lighting Equipment
Record and Operate Standard Lighting Cues
ELECTIVES
Apply a general Knowledge of Theatrical Rigging
Analyse Performance outline/Script

FROM SECOND YEAR OF STUDY

AUDIO/LIGHTING 1
Operate Wireless Audio Equipment
Mix live audio
Set up and operate stage monitor systems
Manage and compile audio replay material
Install and Operate Follow Spots
Explore the use of colour
Set up, Record and Operate Lighting Cues and Effects
Record and Operate Lighting using Advanced Techniques
ELECTIVES
Compile production schedules
Provide First Aid (Workplace II Senior First Aid) St John

LEVEL OF COMPETENCE AT EACH QUALIFICATION LEVEL**CERTIFICATE III***Distinguishing Features of Learning Outcomes*

Do the competencies enable an individual with this qualification to:

- demonstrate some relevant theoretical knowledge
- apply a range of well-developed skills
- apply known solutions to a variety of predictable problems
- perform processes that require a range of well-developed skills where some discretion and judgement is required
- interpret available information, using discretion and judgement
- take responsibility for own outputs in work and learning
- take limited responsibility for the output of others.

CERTIFICATE IV*Distinguishing Features of Learning Outcomes*

Do the competencies enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating some theoretical concepts
- apply solutions to a defined range of unpredictable problems
- identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas
- identify, analyse and evaluate information from a variety of sources
- take responsibility for own outputs in relation to specified quality standards
- take limited responsibility for the quantity and quality of the output of others.

DIPLOMA*Distinguishing Features of Learning Outcomes*

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas
- analyse and plan approaches to technical problems or management requirements
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations
- evaluate information, using it to forecast for planning or research purposes
- take responsibility for own outputs in relation to broad quantity and quality parameters
- take some responsibility for the achievement of group outcomes.