Performing Arts Competency Map

COMPETENCY UNITS

Specialisation Units

Elective Units

Core Units

INDUSTRY KEY PURPOSE

Creative and cultural industries generate and promote the creative use of art forms that celebrate cultural identities, and contributes to enhancing the quality of life by generating social, spiritual and economic wealth.

RELATED SECTORS

Communications (Advertising, Interactive Services, Public Relations); Creative and Cultural Industries (Comics, Literature, Performing Arts, Visual Arts); Digital Media (Games, Technology, Animation, Interactive); TV, Film andRadio; Music; Publishing; Libraries; Architecture; Exhibition Design; Fashion Design; Event Management; Design; Industrial Design

SETTINGS

Theatre

Cinemas

Halls

Auditoria

State and Other Entertainment

Education Settings

Community Settings

Public Realm

Parks

Arts Companies

LEPROY DEPARTMENT LEVEL TYPICAL JOB TITLES

1 FRONT OF HOUSE FRONT OF HOUSE USHERS

2 FRONT OF HOUSE BOX OFFICE / CUSTOMER OFFICERS

3 FRONT OF HOUSE BOX OFFICE SUPERVISOR

4 FRONT OF HOUSE THEATRE MANAGER

4 FRONT OF HOUSE BOX OFFICE MANAGER

4 FRONT OF HOUSE THEATRE MANAGER

3 FRONT OF HOUSE BOX OFFICE SUPERVISOR

3 FRONT OF HOUSE CS SUPERVISOR

2 FRONT OF HOUSE BOX OFFICE / CUSTOMER OFFICERS

1 FRONT OF HOUSE FRONT OF HOUSE USERS

4 FRONT OF HOUSE THEATRE MANAGER

4 FRONT OF HOUSE BOX OFFICE MANAGER

3 FRONT OF HOUSE BOX OFFICE SUPERVISOR

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Performing Arts Competency Map MSTC 100907 (Revision 1)

DT - 27/03/08

Arts and Culture - Performing Arts Competency Map MSTC 100907 (Revision 1)
## Performing Arts Competency Map

### Typical Job Titles

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### Core Units

- **CI-AM-401C-1**: Develop and implement arts administration systems and procedures
- **CI-CI-402C-0**: Promote innovation and change
- **CI-COM-403C-0**: Apply communications management techniques
- **CI-CLR-302E-1**: Administer and manage the use of licensed copyright materials
- **CI-CM-406E-0**: Negotiate contracts
- **CI-PR-414S-1**: Organise press conferences
- **CI-QM-405E-0**: Monitor compliance with legal, regulatory, social, environmental and ethical responsibilities
- **CI-AM-401C-1**: Develop and implement arts administration systems and procedures
- **CI-CI-402C-0**: Promote innovation and change
- **CI-COM-403C-0**: Apply communications management techniques
- **CI-HR-407C-0**: Participate in, facilitate and promote effective working of individuals and teams
- **ES-WPS-2WIT-0**: Workplace ICT Applications (Supervisory)

### Elective Units

- **CC-FN-401G-1**: Develop Budget
- **CC-FN-402G-1**: Manage Budget
- **CC-SMB-401G-1**: Develop marketing plan
- **CC-SMB-402G-1**: Implement & review marketing plan
- **CLPM-RLT-401-C-1**: Cultivate Positive Workplace Relations (LPM)
- **CS-WR-403C-1**: Manage effective Workplace relationships
- **CI-CM-406E-0**: Negotiate contracts
- **CI-HS-403E-0**: Implement and monitor a safe workplace and comply with emergency procedures
- **CI-BO-404E-0**: Coordinate business resources
- **CI-BO-407C-0**: Implement the effective delivery of the business plan
- **CI-LD-402E-0**: Design learning and development programmes
- **CI-LD-403E-0**: Facilitate individual learning through coaching
- **CI-PM-414C-0**: Plan and monitor projects to deliver strategic objectives
- **CI-FIN-405E-0**: Prepare financial reports
- **CI-FIN-405E-0**: Prepare financial reports
- **CI-PS-404S-0**: Research and analyse information to make effective critical decisions
- **CI-QM-405E-0**: Monitor compliance with legal, regulatory, social, environmental and ethical responsibilities
- **CI-PR-414S-1**: Organise press conferences
- **CI-QM-405E-0**: Monitor compliance with legal, regulatory, social, environmental and ethical responsibilities
- **CI-PS-403E-0**: Address problems which impact on the work
- **CI-TT-404S-0**: Manage the production process
- **CI-MR-403C-0**: Conduct market research
- **CI-MPR-421C-0**: Profile the market to implement and monitor marketing activities
- **CI-MPR-422C-0**: Promote products and services
- **CI-PLA-401C-0**: Identify risk and apply risk management processes
- **CI-PM-414C-0**: Plan and monitor projects to deliver strategic objectives
- **CI-HR-407C-0**: Participate in, facilitate and promote effective working of individuals and teams
- **CI-BO-407C-0**: Implement the effective delivery of the business plan
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## Performing Arts Competency Map

### Core Units

#### CI-CI-402C-0
- Promote innovation and change

#### CI-AM-401C-1
- Develop and implement arts administration systems and procedures

#### CI-CM-406E-0
- Negotiate contracts

#### CI-APR-308E-0
- Work within an arts organisation and with arts professionals

#### CI-CI-205E-0
- Evaluate and adapt to a variety of technological changes

#### CI-AM-206S-0
- Process and monitor sales of tickets and services

#### CI-FIN-211S-0
- Prepare and process financial / business documents

#### ES-LPD-101
- Problem Solving and Decision Making (Operations)

#### CI-QM-208E-0
- Contribute to workplace improvements

#### CI-RES-207S-0
- Provide research assistance

#### CI-HR-210C-0
- Work effectively with others

#### CI-BO-312E-0
- Produce business documents

#### CI-LD-305E-0
- Support a workplace learning environment through demonstration and instruction

### Specialisation Units

#### CI-AM-207E-0
- Manage volunteers

#### CI-AM-205C-0
- Assist with working in an arts organisation and with arts professionals

#### CI-RES-207S-0
- Provide research assistance

#### CI-HS-206E-0
- Support learning

#### CI-INF-205S-0
- Collect, organise and maintain information

#### CI-EO-205S-0
- Provide guided tours for visitors for recreational or educational purposes

#### CI-AM-197S-0
- Review and update an art organisation and art professionals

#### CI-MARK-210S-0
- Maintain and use databases

### Elective Units

#### CI-COM-304C-0
- Communicate effectively in a creative environment

#### CI-COM-304C-0
- Communicate effectively in a creative environment

#### CI-HR-210C-0
- Work effectively with others

#### CI-BO-314E-0
- Support implementation of operational plan

#### CI-HR-309E-0
- Work effectively with individuals and teams

#### CI-HR-210C-0
- Work effectively with others

#### CI-EO-206E-0
- Support learning

#### CI-HS-206E-0
- Support learning

#### CI-LD-304E-0
- Organise personal work priorities and contribute to personal development

#### CI-LD-305E-0
- Support a workplace learning environment through demonstration and instruction

#### CI-LD-305E-0
- Support a workplace learning environment through demonstration and instruction

#### CI-EO-205S-0
- Provide guided tours for visitors for recreational or educational purposes

#### CI-RES-207S-0
- Provide research assistance

#### CI-HS-206E-0
- Support learning

#### CI-HR-308E-0
- Plan, monitor and adjust staffing levels and schedules

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#### CI-HR-308E-0
- Plan, monitor and adjust staffing levels and schedules

#### CI-HS-206E-0
- Support learning

#### CI-INF-205S-0
- Collect, organise and maintain information