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of the European Union

For better readability the male form was chosen in the text. Nevertheless, all information in this document refers to members of both genders on equal terms.

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## Code (Candidate\_No\_Country):

If you are the candidate, please go look at the orange colored tabs of the Excel file. After filling in your personal information and level of competence, you should think about things that can show the mentor you really are able to do this. It can be anything, like pictures and videos from shows, work references, social engagement, hobbies, certificates, your commitment in the local soccer club, language courses and travels etc. Collect any documents that you have and provide them for the mentor. List them in the tab "documents".

If you are the mentor, please look at the green tabs in the excel file. Please go carefully through the information provided and reflect together with the candidate about his competences and the evidence that he brought to prove his competences.



Short Biography

Biography in English

Biography in another language



# Languages

Native Language

Language	Understand		Speak		Write
	Listen	Read	Interact	Produce	

You can use the site below to find out what your level is.

<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



# IT Skills

## Europass level

	Basic user	Independent user	Proficient user
Information processing			
Content creation			
Communication			
Problem solving			
Safety			

You can use the site below to find out what your level is.

<https://europass.cedefop.europa.eu/resources/digital-competences>

## Specific software

Software program	Level	Note (what is it used for)

You can add all software programs you are able to use (with a focus on tools used in your job). Put the software you use most, and master best, on top.













On the left side, you see a list of competences. Please select in the self-evaluation field on the right of each competence the statement which fits you best. Click on the little arrow besides area to filter for a category of competences that you want to evaluate (e.g. competences from the area sound-technik)

Area	Competence	Level
	Prepare personal work environment	
	Use technical documentation	
	Set up equipment in a timely manner	
	Communicate during show	
	De-rig electronic equipment	
	Store performance equipment	
	Work with the director of photography	
	Take measurements of performance space	
	Document lighting plan	
	Read lighting plans	
	Rig lights	
	Prevent technical problems with lighting equipment	
	Set up light board	
	Distribute control signals	
	Operate dimmer equipment	
	Install lighting	
	Focus lighting equipment	
	Focus stage lights	
	Plot lighting states	
	Supervise plotting of stage lights	
	Create artificial light	



Area	Competence	Level
	Light a show	
	Operate a lighting console	
	Operate lighting equipment	
	Maintain lighting equipment	
	Maintain dimmer equipment	
	Set up follow spots	
	Operate follow spots	
	Rig automated lights	
	Plot lighting states with automated lights	
	Maintain automated lighting equipment	
	Technically design a sound system	
	Fit up sound on stage	
	Set up sound reinforcement system	
	Perform soundchecks	
	Perform technical sound check	
	Run sound check	
	Program sound cues	
	Operate a manual mixing console	
	Use audio reproduction software	
	Prevent undesired changes to sound design	
	Maintain sound equipment	
	Operate sound live	
	Mix sound in a live situation	
	Monitor mixing in a live situation	



Area	Competence	Level
	Plan a recording	
	Set up basic recording	
	Set up a multi-track recording	
	Record music	
	Record multi-track sound	
	Mix multi-track recordings	
	Edit recorded sound	
	Tune up wireless audio systems	
	Use communication equipment	
	Prepare instruments for performance	
	Tune keyboard music instruments	
	Tune stringed musical instruments	
	Prevent technical problems with musical instruments	
	Document instrument setup	
	Tune instruments on stage	
	Maintain musical instruments	
	Rewire electronic musical instruments	
	Repair musical instruments	
	Draw stage layouts	
	Draw stage layouts digitally	
	Set up technical stage equipment	
	Fit up scenic elements on stage	
	Fit up the rehearsal set	
	Prevent technical problems with scenic elements	



Area	Competence	Level
	Prevent technical problems with stage equipment	
	Handle scenic elements during rehearsal	
	Operate stage movement control system	
	Maintain stage equipment for horizontal movement	
	Coordinate with creative departments	
	Schedule rehearsals	
	Organise rehearsals	
	Provide documentation	
	Mark the information from the ground plans on the stage area	
	Organise performance space	
	Manage prompt book	
	Coordinate the run of a performance	
	Cue a performance	
	Prompt performers	
	Interact with actions on stage	
	Follow time cues	
	Read musical score	
	Operate automated stage movement control system	
	Maintain moving constructions on stage	
	Fit up performance equipment	
	Prevent technical problems with flying equipment	
	Maintain control systems for automated equipment	
	Test artist flying systems	
	Train artists in flying	



Area	Competence	Level
	Rehearse artist fly movements	
	Maintain artist flying system	
	Maintain flying harnesses	
	Plan scaffolding	
	Build scaffolding	
	Position outriggers	
	Construct working platform	
	Place stage decks	
	Position guardrails and toeboards	
	Install metal roofing	
	Attach roofing cover	
	Install temporary audience accommodation	
	Inspect scaffolding	
	Dismantle scaffolding	
	Perform regular checks on rigging equipment	
	Design rigging plots	
	Calculate rigging plots	
	Hang chain hoists	
	Assemble truss constructions	
	Use rope access techniques	
	Maintain chain hoists	
	Maintain rigging equipment	
	Define rigging needs for circus acts	
	Fit up circus rigging equipment	



Area	Competence	Level
	Maintain circus rigging equipment	
	Plan audiovisual recording	
	Install image equipment	
	Set up projection equipment	
	Adjust projector	
	Tune projector	
	Edit digital moving images	
	Run a media server	
	Run a projection	
	Maintain audiovisual equipment	
	Set up cameras	
	Operate a camera	
	Mix live images	
	Prepare stage effects	
	Develop prop effects	
	Build devices into props	
	Handle stage effects	
	Store pyrotechnical materials	
	Plan pyrotechnical effects	
	Obtain pyrotechnic permits	
	Build pyrotechnical devices	
	Set up pyrotechnical equipment	
	Test pyrotechnical effects	
	Operate pyrotechnical control	



Area	Competence	Level
	Store stage weapons	
	Plan weapon use on stage	
	Obtain stage weapon permits	
	Purchase stage weapons	
	Prepare stage weapons	
	Maintain stage weapons	
	Assess power needs	
	Set up generators	
	Provide power distribution	
	Maintain electrical equipment	
	Assemble tent constructions	
	Use specialised design software	
	Arrange stage	
	Dismantle the rehearsal set	
	Change scenic elements during performance	
	Draw prop sketches	
	Define prop materials	
	Define prop building methods	
	Purchase props	
	Adapt props	
	Preset props	
	Set up props in a timely manner	
	Change over props	
	Maintain props	





Area	Competence	Level
	Make set construction drawings	
	Commission set construction	
	Maintain theatre sets	
	Rig loads	
	Operate forklift	
	Operate telehandler	
	Pack electronic equipment	
	Understand artistic concepts	
	Interpret artistic intentions	
	Propose improvements to artistic production	
	Follow directions of the artistic director	
	Translate artistic concepts to technical designs	
	Adapt existing designs to changed circumstances	
	Adapt artistic plan to location	
	Support a designer in the developing proces	
	Adapt to artists' creative demands	
	Keep up with trends	
	Monitor developments in technology used for design	
	Monitor sociological trends	
	Analyse script	
	Analyse score	
	Analyse the scenography	
	Research new ideas	
	Analyse the artistic concept based on stage actions	



Area	Competence	Level
	Design flying movements	
	Design props	
	Present detailed design proposals	
	Update design results during rehearsals	
	Develop design concept	
	Develop design ideas cooperatively	
	Consult with design team	
	Document artistic production	
	Archive documentation related to the work	
	Consult with director	
	Delegate activities	
	Devise solutions to problems	
	Contribute to a safe working environment	
	Follow safety procedures when working at heights	
	Respect hygienical standards	
	Document safety actions	
	Implement safe working practices	
	Negotiate health and safety issues with third parties	
	Work with respect for own safety	
	Work ergonomically	
	Use personal protection equipment	
	Work safely with machines	
	Work safely with stage weapons	
	Work safely with chemicals	



Area	Competence	Level
	Work safely with pyrotechnical materials in a performance environment	
	Work safely with mobile electrical systems under supervision	
	Ensure safety of mobile electrical systems	
	Evacuate people from heights	
	React to emergency situations in a live performance environment	
	Ensure health and safety of visitors	
	Provide first aid	
	Prevent fire in a performance environment	
	Perform first fire intervention	
	Contribute to a sustainable working environment	
	Promote yourself	
	Manage personal professional development	
	Document your own practice	
	Develop professional network	
	Liaise with local authorities	
	Liaise with cultural partners	
	Lead a team	
	Manage staff	
	Manage schedule of tasks	
	Establish daily priorities	
	Meet deadlines	
	Coordinate technical teams in artistic productions	
	Assemble an artistic team	
	Plan teamwork	



Area	Competence	Level
	Represent the organisation	
	Work with cultural venue specialists	
	Consult with stakeholders on implementation of a production	
	Manage artistic project	
	Organise cultural events	
	Direct daily information operations	
	Maintain system layout for a production	
	Develop project schedule	
	Create production schedules	
	Plan artistic production activities	
	Plan workshop activity	
	Verify feasibility	
	Develop cultural activities	
	Coordinate artistic production	
	Manage supplies	
	Manage consumables stock	
	Manage technical resources stock	
	Monitor the quality of delivered goods	
	Analyse the need for technical resources	
	Estimate needs of artistic production	
	Coordinate purchasing activities	
	Organise resources for artistic production	
	Check material resources	
	Manage logistics	



Area	Competence	Level
	Support cultural diversity	
	Write risk assessment on performing arts production	
	Plan health and safety procedures	
	Promote health and safety	
	Supervise health and safety at work	
	Manage budgets	
	Manage operational budgets	
	Update budget	
	Develop artistic project budgets	
	Calculate design costs	
	Estimate set costs	
	Organise training	
	Ensure design concept quality during realisation process	
	Ensure visual quality of the set	
	Perform quality control of design during a run	
	Safeguard artistic quality of performance	
	Promote cultural venue events	
	Handle signoff of an installed system	
	Keep personal administration	
	Set organisational policies	
	Follow company standards	
	Strive for company growth	
	Advise client on technical possibilities	
	Instruct on set up of equipment	



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Fragen der mittelständischen Wirtschaft e.V.

Area	Competence	Level
	Coach staff for running the performance	



Please review all information and documents from the candidate. Go through the list together with the candidate and enter for each competences what piece of information ("evidence") that is provided proves that he/she has this competence. Evidence can be anything, e.g. reference from a former employer, a video from the last show he worked at, a visited training, language certificate, etc. Note this down in the column labelled with evidence.

Competence	Evidence (Proof)
Prepare personal work environment	
Use technical documentation	
Set up equipment in a timely manner	
Communicate during show	
De-rig electronic equipment	
Store performance equipment	
Work with the director of photography	
Take measurements of performance space	
Document lighting plan	
Read lighting plans	
Rig lights	
Prevent technical problems with lighting equipment	
Set up light board	
Distribute control signals	
Operate dimmer equipment	
Install lighting	
Focus lighting equipment	
Focus stage lights	
Plot lighting states	
Supervise plotting of stage lights	
Create artificial light	
Light a show	
Operate a lighting console	
Operate lighting equipment	
Maintain lighting equipment	
Maintain dimmer equipment	
Set up follow spots	
Operate follow spots	
Rig automated lights	
Plot lighting states with automated lights	
Maintain automated lighting equipment	
Technically design a sound system	
Fit up sound on stage	
Set up sound reinforcement system	
Perform soundchecks	
Perform technical sound check	
Run sound check	
Program sound cues	
Operate a manual mixing console	
Use audio reproduction software	
Prevent undesired changes to sound design	
Maintain sound equipment	
Operate sound live	
Mix sound in a live situation	
Monitor mixing in a live situation	
Plan a recording	
Set up basic recording	
Set up a multi-track recording	
Record music	
Record multi-track sound	
Mix multi-track recordings	
Edit recorded sound	
Tune up wireless audio systems	
Use communication equipment	
Prepare instruments for performance	
Tune keyboard music instruments	
Tune stringed musical instruments	
Prevent technical problems with musical instruments	
Document instrument setup	
Tune instruments on stage	
Maintain musical instruments	
Rewire electronic musical instruments	
Repair musical instruments	
Draw stage layouts	
Draw stage layouts digitally	
Set up technical stage equipment	
Fit up scenic elements on stage	



Fit up the rehearsal set	
Prevent technical problems with scenic elements	
Prevent technical problems with stage equipment	
Handle scenic elements during rehearsal	
Operate stage movement control system	
Maintain stage equipment for horizontal movement	
Coordinate with creative departments	
Schedule rehearsals	
Organise rehearsals	
Provide documentation	
Mark the information from the ground plans on the stage area	
Organise performance space	
Manage prompt book	
Coordinate the run of a performance	
Cue a performance	
Prompt performers	
Interact with actions on stage	
Follow time cues	
Read musical score	
Operate automated stage movement control system	
Maintain moving constructions on stage	
Fit up performance equipment	
Prevent technical problems with flying equipment	
Maintain control systems for automated equipment	
Test artist flying systems	
Train artists in flying	
Rehearse artist fly movements	
Maintain artist flying system	
Maintain flying harnesses	
Plan scaffolding	
Build scaffolding	
Position outriggers	
Construct working platform	
Place stage decks	
Position guardrails and toeboards	
Install metal roofing	
Attach roofing cover	
Install temporary audience accommodation	
Inspect scaffolding	
Dismantle scaffolding	
Perform regular checks on rigging equipment	
Design rigging plots	
Calculate rigging plots	
Hang chain hoists	
Assemble truss constructions	
Use rope access techniques	
Maintain chain hoists	
Maintain rigging equipment	
Define rigging needs for circus acts	
Fit up circus rigging equipment	
Maintain circus rigging equipment	
Plan audiovisual recording	
Install image equipment	
Set up projection equipment	
Adjust projector	
Tune projector	
Edit digital moving images	
Run a media server	
Run a projection	
Maintain audiovisual equipment	
Set up cameras	
Operate a camera	
Mix live images	
Prepare stage effects	
Develop prop effects	
Build devices into props	
Handle stage effects	
Store pyrotechnical materials	
Plan pyrotechnical effects	
Obtain pyrotechnic permits	
Build pyrotechnical devices	
Set up pyrotechnical equipment	
Test pyrotechnical effects	
Operate pyrotechnical control	

Store stage weapons	
Plan weapon use on stage	
Obtain stage weapon permits	
Purchase stage weapons	
Prepare stage weapons	
Maintain stage weapons	
Assess power needs	
Set up generators	
Provide power distribution	
Maintain electrical equipment	
Assemble tent constructions	
Use specialised design software	
Arrange stage	
Dismantle the rehearsal set	
Change scenic elements during performance	
Draw prop sketches	
Define prop materials	
Define prop building methods	
Purchase props	
Adapt props	
Preset props	
Set up props in a timely manner	
Change over props	
Maintain props	
Make set construction drawings	
Commission set construction	
Maintain theatre sets	
Rig loads	
Operate forklift	
Operate telehandler	
Pack electronic equipment	
Understand artistic concepts	
Interpret artistic intentions	
Propose improvements to artistic production	
Follow directions of the artistic director	
Translate artistic concepts to technical designs	
Adapt existing designs to changed circumstances	
Adapt artistic plan to location	
Support a designer in the developing proces	
Adapt to artists' creative demands	
Keep up with trends	
Monitor developments in technology used for design	
Monitor sociological trends	
Analyse script	
Analyse score	
Analyse the scenography	
Research new ideas	
Analyse the artistic concept based on stage actions	
Design flying movements	
Design props	
Present detailed design proposals	
Update design results during rehearsals	
Develop design concept	
Develop design ideas cooperatively	
Consult with design team	
Document artistic production	
Archive documentation related to the work	
Consult with director	
Delegate activities	
Devise solutions to problems	
Contribute to a safe working environment	
Follow safety procedures when working at heights	
Respect hygienical standards	
Document safety actions	
Implement safe working practices	
Negotiate health and safety issues with third parties	
Work with respect for own safety	
Work ergonomically	
Use personal protection equipment	
Work safely with machines	
Work safely with stage weapons	
Work safely with chemicals	
Work safely with pyrotechnical materials in a performance environment	
Work safely with mobile electrical systems under supervision	

Ensure safety of mobile electrical systems	
Evacuate people from heights	
React to emergency situations in a live performance environment	
Ensure health and safety of visitors	
Provide first aid	
Prevent fire in a performance environment	
Perform first fire intervention	
Contribute to a sustainable working environment	
Promote yourself	
Manage personal professional development	
Document your own practice	
Develop professional network	
Liaise with local authorities	
Liaise with cultural partners	
Lead a team	
Manage staff	
Manage schedule of tasks	
Establish daily priorities	
Meet deadlines	
Coordinate technical teams in artistic productions	
Assemble an artistic team	
Plan teamwork	
Represent the organisation	
Work with cultural venue specialists	
Consult with stakeholders on implementation of a production	
Manage artistic project	
Organise cultural events	
Direct daily information operations	
Maintain system layout for a production	
Develop project schedule	
Create production schedules	
Plan artistic production activities	
Plan workshop activity	
Verify feasibility	
Develop cultural activities	
Coordinate artistic production	
Manage supplies	
Manage consumables stock	
Manage technical resources stock	
Monitor the quality of delivered goods	
Analyse the need for technical resources	
Estimate needs of artistic production	
Coordinate purchasing activities	
Organise resources for artistic production	
Check material resources	
Manage logistics	
Support cultural diversity	
Write risk assessment on performing arts production	
Plan health and safety procedures	
Promote health and safety	
Supervise health and safety at work	
Manage budgets	
Manage operational budgets	
Update budget	
Develop artistic project budgets	
Calculate design costs	
Estimate set costs	
Organise training	
Ensure design concept quality during realisation process	
Ensure visual quality of the set	
Perform quality control of design during a run	
Safeguard artistic quality of performance	
Promote cultural venue events	
Handle signoff of an installed system	
Keep personal administration	
Set organisational policies	
Follow company standards	
Strive for company growth	
Advise client on technical possibilities	
Instruct on set up of equipment	
Coach staff for running the performance	



In the table below, you see a list of competences. Right of it you see what level of competence the candidate gave himself in the self-evaluation. Please go carefully through all records of the candidate and check whether you can find any proof that the self-evaluation is accurate. Put your evaluation in the column labelled "Quality of Evidence". In the results section, you will get an idea what you could do. Your role is to help the candidate gain insights into his competences and help identify strengths and weaknesses to prepare for the assessment. Your evaluation should trigger self-reflection but has no liability for the candidate.

Competence	Self-Evaluation	Quality of Evidence	Result
Prepare personal work environment			
Use technical documentation			
Set up equipment in a timely manner			
Communicate during show			
De-rig electronic equipment			
Store performance equipment			
Work with the director of photography			
Take measurements of performance space			
Document lighting plan			
Read lighting plans			
Rig lights			
Prevent technical problems with lighting equipment			
Set up light board			
Distribute control signals			
Operate dimmer equipment			
Install lighting			
Focus lighting equipment			
Focus stage lights			
Plot lighting states			
Supervise plotting of stage lights			
Create artificial light			
Light a show			
Operate a lighting console			
Operate lighting equipment			
Maintain lighting equipment			
Maintain dimmer equipment			
Set up follow spots			
Operate follow spots			
Rig automated lights			
Plot lighting states with automated lights			
Maintain automated lighting equipment			
Technically design a sound system			
Fit up sound on stage			
Set up sound reinforcement system			
Perform soundchecks			
Perform technical sound check			
Run sound check			
Program sound cues			
Operate a manual mixing console			
Use audio reproduction software			
Prevent undesired changes to sound design			
Maintain sound equipment			
Operate sound live			
Mix sound in a live situation			
Monitor mixing in a live situation			
Plan a recording			
Set up basic recording			
Set up a multi-track recording			
Record music			
Record multi-track sound			
Mix multi-track recordings			



Edit recorded sound			
Tune up wireless audio systems			
Use communication equipment			
Prepare instruments for performance			
Tune keyboard music instruments			
Tune stringed musical instruments			
Prevent technical problems with musical instruments			
Document instrument setup			
Tune instruments on stage			
Maintain musical instruments			
Rewire electronic musical instruments			
Repair musical instruments			
Draw stage layouts			
Draw stage layouts digitally			
Set up technical stage equipment			
Fit up scenic elements on stage			
Fit up the rehearsal set			
Prevent technical problems with scenic elements			
Prevent technical problems with stage equipment			
Handle scenic elements during rehearsal			
Operate stage movement control system			
Maintain stage equipment for horizontal movement			
Coordinate with creative departments			
Schedule rehearsals			
Organise rehearsals			
Provide documentation			
Mark the information from the ground plans on the stage area			
Organise performance space			
Manage prompt book			
Coordinate the run of a performance			
Cue a performance			
Prompt performers			
Interact with actions on stage			
Follow time cues			
Read musical score			
Operate automated stage movement control system			
Maintain moving constructions on stage			
Fit up performance equipment			
Prevent technical problems with flying equipment			
Maintain control systems for automated equipment			
Test artist flying systems			
Train artists in flying			
Rehearse artist fly movements			
Maintain artist flying system			
Maintain flying harnesses			
Plan scaffolding			
Build scaffolding			
Position outriggers			



Construct working platform			
Place stage decks			
Position guardrails and toeboards			
Install metal roofing			
Attach roofing cover			
Install temporary audience accommodation			
Inspect scaffolding			
Dismantle scaffolding			
Perform regular checks on rigging equipment			
Design rigging plots			
Calculate rigging plots			
Hang chain hoists			
Assemble truss constructions			
Use rope access techniques			
Maintain chain hoists			
Maintain rigging equipment			
Define rigging needs for circus acts			
Fit up circus rigging equipment			
Maintain circus rigging equipment			
Plan audiovisual recording			
Install image equipment			
Set up projection equipment			
Adjust projector			
Tune projector			
Edit digital moving images			
Run a media server			
Run a projection			
Maintain audiovisual equipment			
Set up cameras			
Operate a camera			
Mix live images			
Prepare stage effects			
Develop prop effects			
Build devices into props			
Handle stage effects			
Store pyrotechnical materials			
Plan pyrotechnical effects			
Obtain pyrotechnic permits			
Build pyrotechnical devices			
Set up pyrotechnical equipment			
Test pyrotechnical effects			
Operate pyrotechnical control			
Store stage weapons			
Plan weapon use on stage			
Obtain stage weapon permits			
Purchase stage weapons			
Prepare stage weapons			
Maintain stage weapons			
Assess power needs			
Set up generators			
Provide power distribution			
Maintain electrical equipment			
Assemble tent constructions			
Use specialised design software			
Arrange stage			
Dismantle the rehearsal set			
Change scenic elements during performance			
Draw prop sketches			
Define prop materials			



Define prop building methods			
Purchase props			
Adapt props			
Preset props			
Set up props in a timely manner			
Change over props			
Maintain props			
Make set construction drawings			
Commission set construction			
Maintain theatre sets			
Rig loads			
Operate forklift			
Operate telehandler			
Pack electronic equipment			
Understand artistic concepts			
Interpret artistic intentions			
Propose improvements to artistic production			
Follow directions of the artistic director			
Translate artistic concepts to technical designs			
Adapt existing designs to changed circumstances			
Adapt artistic plan to location			
Support a designer in the developing proces			
Adapt to artists' creative demands			
Keep up with trends			
Monitor developments in technology used for design			
Monitor sociological trends			
Analyse script			
Analyse score			
Analyse the scenography			
Research new ideas			
Analyse the artistic concept based on stage actions			
Design flying movements			
Design props			
Present detailed design proposals			
Update design results during rehearsals			
Develop design concept			
Develop design ideas cooperatively			
Consult with design team			
Document artistic production			
Archive documentation related to the work			
Consult with director			
Delegate activities			
Devise solutions to problems			
Contribute to a safe working environment			
Follow safety procedures when working at heights			
Respect hygienical standards			
Document safety actions			
Implement safe working practices			
Negotiate health and safety issues with third parties			
Work with respect for own safety			
Work ergonomically			
Use personal protection equipment			



Work safely with machines			
Work safely with stage weapons			
Work safely with chemicals			
Work safely with pyrotechnical materials in a performance environment			
Work safely with mobile electrical systems under supervision			
Ensure safety of mobile electrical systems			
Evacuate people from heights			
React to emergency situations in a live performance environment			
Ensure health and safety of visitors			
Provide first aid			
Prevent fire in a performance environment			
Perform first fire intervention			
Contribute to a sustainable working environment			
Promote yourself			
Manage personal professional development			
Document your own practice			
Develop professional network			
Liaise with local authorities			
Liaise with cultural partners			
Lead a team			
Manage staff			
Manage schedule of tasks			
Establish daily priorities			
Meet deadlines			
Coordinate technical teams in artistic productions			
Assemble an artistic team			
Plan teamwork			
Represent the organisation			
Work with cultural venue specialists			
Consult with stakeholders on implementation of a production			
Manage artistic project			
Organise cultural events			
Direct daily information operations			
Maintain system layout for a production			
Develop project schedule			
Create production schedules			
Plan artistic production activities			
Plan workshop activity			
Verify feasibility			
Develop cultural activities			
Coordinate artistic production			
Manage supplies			
Manage consumables stock			
Manage technical resources stock			
Monitor the quality of delivered goods			
Analyse the need for technical resources			





Estimate needs of artistic production			
Coordinate purchasing activities			
Organise resources for artistic production			
Check material resources			
Manage logistics			
Support cultural diversity			
Write risk assessment on performing arts production			
Plan health and safety procedures			
Promote health and safety			
Supervise health and safety at work			
Manage budgets			
Manage operational budgets			
Update budget			
Develop artistic project budgets			
Calculate design costs			
Estimate set costs			
Organise training			
Ensure design concept quality during realisation process			
Ensure visual quality of the set			
Perform quality control of design during a run			
Safeguard artistic quality of performance			
Promote cultural venue events			
Handle signoff of an installed system			
Keep personal administration			
Set organisational policies			
Follow company standards			
Strive for company growth			
Advise client on technical possibilities			
Instruct on set up of equipment			
Coach staff for running the performance			