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| UnitecNZLogoB&W | | **Department of Performing and Screen Arts**  **Bachelor in Performing and Screen Arts**  **Production Design, and Management** | | | |
| Course No. | Course Name | | | Semester | Year |
| **PASA7731** | **Entertainment Lighting** | | | **1** | **2020** |
| Lecturer (s) | | | Course Co-ordinator | | |
| Nik Janiurek / Jane Hakaraia / Robert Hunte | | | Dr Daniel Nel | | |
| Marker(s) | | | Moderator(s) | | |
| Nik Janiurek / Jane Hakaraia / Robert Hunte | | | Mrs Charene Griggs | | |
| Assignment No. & Title | | | Course grade % | Due Date | Return |
| **3** | **Management Skills** | | **20%** | 26 June 2020 | 2 Weeks |

***Due to COVID-19 Management and production schedules moved – Due date is 2 weeks post Year 2 Plays***

*Students are expected to adhere to Unitec’s Policy on conduct in respect to staff, Fellow students, and in the use of resources and facilities. Students are required to attend 100% of all scheduled classes*

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| **Learning Outcomes:** |
| 1. Evaluate the creative aims of given projects and plan the application of specific techniques, which support and/or enhance them. |
| 1. Examine resourcing, production meetings and communication routines, contracts, budget & personnel management. |

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| Assessment /Project Overview |

To be a successful designer you must generate paperwork to a high standard and present this to your Production Manager, Technical manager, or Stage manager. This assignment will assess the paperwork you generate.

Additionally, when you are starting your career as a design you must be able to manage your own systems, plan your own crews, and arrange your own hires. Therefore, in this assignment you will do just that alongside your design journey assignment.

At the completion of your design journey assignment you will submit for marking the following documents under this assignment:

**System Drawing** – must be to scale and include all standard plan items (key, measurements, notes, reference points, etc) **System Paperwork** – As much supporting paperwork as you think is needed for the crew to install your system into the performance space. (Instrument Schedules, Magic sheet, load calculations, Circuit layout, dimmer assignments

**Prep List for the workshop:**  An accurate list of lamps you want to use ,Gels, Gobos, Cabling ….

**A breakdown of your technical budget for purchased or hired things**

**A plan of how many crew you think you need to install your system**

**A plan of your packout, how many crew, and for how long.**

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| Assessment Criteria |

The following criteria will be used:

**System Drawing** (30%) Complete and accurate at time of pack in.

**System Paperwork** (30%) Complete and accurate at time of pack in.

**Prep List** (10%) – Complete and accurate.

**Technical Budget** (10%)

**Pack in Planning** (10%)

**Packout Planning** (10%)

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| Due Dates |

**DUE DATE is June 26th 2020**

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| Markers and Moderators |

**TO PASS THE COURSE, YOU MUST:**

• Complete ALL pieces of assessable work and accumulate an overall course mark of no less than 50%; and

• Meet the attendance requirements for each course.

Penalties may include: a number of points off an assignment grade calculated according to the number of classes missed; exclusion from a key role in a project; or worst case scenario - outright failure due to non-attendance and therefore the awarding of a DNC.

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| Marking Indicators | *Pass with distinction, exemplary approach, application and organisation; clear evidence of creativity* | *10 points* |
| *Pass with excellent approach, application and organisation; comprehensive coverage of essentials* | *9 points* |
| *Pass with merit quality application and organisation; proficient coverage of essentials* | *8 points* |
| *Pass capable level of application and organisation; good coverage of essential points* | *7 points* |
| *Pass satisfactory application and organisation; average level of understanding of essentials* | *6 points* |
| *Pass (narrow) inconsistent level of application, organisation and understanding of essential points* | *5 points* |
| *Fail (narrow) insufficient level of application and perspective; minimal organisation* | *4 points* |
| *Fail inadequate standard of organisation, application and understanding* | *2 points* |
| *Fail not attempted; no material supplied* | *0 points* |