

Department of  
Entertainment Design & Technology

Assessment form  
for the  
Production Designer/Technical Director to assess the  
Production Electrician, Production Engineer or Assistant Technical  
Director

**ASSESSMENT INFORMATION**

Name of Student:

Student No.:

Name of Production:

Role:

Venue:

Other:

**ASSESSMENT METHODOLOGY**

	Assessment Methodology	Percentage	Assessor's Mark
1	Craft Skills as PE or Assistant TD	40%	
2	Management Skills	10%	
3	Communication Skills	10%	
4	Problem Solving Skills	10%	
5	Time Management Skills	10%	
6	Personal Skills	20%	
		<b>TOTAL:</b>	

Assessed by:

Date:

Student Designer or Technical Director

Approved by:

Date:

Production Supervisor

## ASSESSMENT CRITERIA

### GUIDANCE FOR THE ASSESSOR

Below are descriptions of the assessment criteria you are asked to use to assess the production Lighting Production Electrician, Sound Production Engineer or Assistant Technical Director. Please consider all components within each assessment criteria and provide an overall grade for each individual criteria in the table above.

#### A. CRAFT SKILLS AS A PRODUCTION ELECTRICIAN, PRODUCTION ENGINEER OR ASSISTANT TECHNICAL DIRECTOR

The student will demonstrate:

1. the ability to implement the instructions of from the Designer/Technical Director, on the design, installation and strike of the required systems.
2. the ability to interact with other Departments in the design and installation and strike of the required systems.
3. the ability to collate information, price up and book equipment and produce all necessary cable schedules and system drawings to ensure the smooth installation and strike of the required systems.
4. the ability to manage the installation of the required systems in a safe and efficient manner.
5. the ability to make constructive contributions to formulating and solving required tasks.

#### B. MANAGEMENT SKILLS

The student's ability to manage the process of the production design or technical direction effectively and efficiently and also manage their team efficiently.

The student will demonstrate:

1. the ability to express ideas and commands clearly.
2. the ability to listen and respond to other people's ideas.
3. skills in interpersonal negotiation and group collaboration.
4. the ability to plan and prepare the design and/or technical information for rehearsals and the production.
5. developed organisational skills and basic process planning.

#### C. COMMUNICATION SKILLS

The student's ability to communicate well with the Director, all EDT team members, and other members of the production team.

The student will demonstrate:

1. the ability to express ideas clearly.
2. the ability to listen and respond to other people's ideas.
3. skills in interpersonal negotiation and group collaboration.

#### **D. PROBLEM SOLVING SKILLS**

The student's ability to solve problems and work with others in providing an effective solution.

The student will demonstrate:

1. The ability to recognise problems when they arise and prioritise the problems in order of importance to the production.
2. The understanding of the problem and the implication of the problem on the current situation.
3. The selection, categorisation and use of new information and sources, assessing its validity and relevance to solve necessary problems.
4. Decision making skills in the selection of the solution to the problem.
5. Implementation of the solution and verification that the chosen solution is working. The implementation of revised solutions if the original is not working.

#### **E. TIME MANAGEMENT SKILLS**

The student's ability to manage their time and to work efficiently during the production call time.

The student will demonstrate:

1. The scheduling of the EDT Crew's time to fulfil all requirements as required.
2. The ability to prioritise work and tasks of the EDT Crew.
3. Punctuality and appropriate attendance of calls.
4. The ability to achieve all deadlines.

#### **F. PERSONAL SKILLS**

The student's commitment to the production, sense of responsibility and understanding of the demands (and requirements) of the job will be considered.

The student will demonstrate:

1. A positive attitude and commitment to the assigned role and the production
2. Flexibility and ability to adapt and make necessary changes.
3. A passion to the assigned role and to the production.
4. Confidence in fulfilling the assigned role and to the production.