
Overview

This Standard is concerned with receiving, setting up and dismantling equipment for arts projects and live events. They could be in the community arts or commercial sectors and could include programmes of activity, exhibitions and festivals.

You are expected to prepare the area for the load in and load out of goods, materials and equipment, set it up and dismantle it.

This Standard is for anyone involved with receiving, setting up and dismantling equipment for arts projects and live events.

Performance criteria

You must be able to:

1. obtain information from reliable sources detailing the equipment that is to be loaded in and loaded out
2. tell appropriate people when there is insufficient storage capacity for anticipated deliveries
3. make sure loading in and out area is clean, tidy and free from obstructions and hazards
4. make sure appropriate handling equipment is available and in good working order
5. make sure that all documentation is complete, accurate and up to date
6. check the contents of deliveries are as expected
7. take appropriate action in line with organisational procedures to deal with discrepancies in deliveries
8. use equipment and handling techniques that are appropriate for the equipment in line with legal requirements
9. handle goods, materials and equipment without causing damage to them
10. set up and dismantle equipment, that is within your remit and capabilities, in line with requirements
11. set up and dismantle equipment in line with manufacturer's instructions

Knowledge and understanding

You need to know and understand:

1. the importance of the efficient loading in of equipment and the breakdown, load out transportation and storage of equipment after a show
2. how to access and interpret information to determine goods, materials and equipment to be loaded in or loaded out
3. procedures relating to the receipt of goods and materials
4. good housekeeping practices and the consequences of not carrying them out
5. why accurate and complete documentation is important, and the possible consequences of incorrect completion
6. the necessary handling equipment and how to access it
7. defects which may arise in lifting and handling equipment, and what actions to take in response to them
8. why it is important to handle goods safely
9. where equipment should be loaded in, loaded out, stored and set up
10. where to access manufacturers' instructions for the set up and dismantling of equipment
11. project or event requirements for the set up and placement of equipment
12. the communication process within the organisation and how to use it
13. the importance of effective communication and the implications of not communicating effectively

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Receive, set up and dismantle equipment for arts projects and live events



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Relevant Occupations Artist; Arts Administrator; Arts Development Worker; Arts Leader; Community Artist; Community Arts Administrator; Community Arts Manager; Live Events Administrator; Live Events Coordinator

Suite Delivery of Arts Projects and Live Events

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