

## Manage changes to arts project or live event schedules

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### Overview

This Standard is about managing changes to arts project or live event schedules. They could be in the community arts or commercial sectors and could include programmes of activity, exhibitions and festivals.

Changes could be associated with activities and/or resources. You will need to obtain information about change requests and identify their implications, negotiate changes in other activities, record agreed changes and communicate changes to all involved.

This Standard is for anyone who manages changes to schedules for arts projects or live events.

## Performance criteria

*You must be able to:*

1. obtain information about requested changes from reliable sources
2. liaise with appropriate people to prioritise requested changes
3. identify the implications of requested changes on other activities in the schedule and the schedule as a whole
4. negotiate alternative arrangements which solve problems with scheduling
5. record agreed changes in schedule and activities in line with organisational requirements
6. communicate agreed changes to all appropriate people without delay
7. keep the schedule and event file up-to-date at all times

## Knowledge and understanding

*You need to know and understand:*

1. why it is important to plan and co-ordinate activities and resources
2. advantages and disadvantages of different types of schedule, when they are appropriate and how to use them
3. the types of information you must obtain about changes and why
4. why it is important to prioritise requests, how they are prioritised and who you should speak to, to identify and confirm priorities
5. the types of problems that may occur when changes are requested and how to solve them
6. why it is important to try to balance the needs of all those involved
7. who should be notified of changes
8. why it is important to keep schedules up to date
9. why security and confidentiality issues are important
10. the importance of maintaining event files

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**Relevant Occupations** Artist; Arts Administrator; Arts Development Worker; Arts Leader; Arts, Media and Publishing; Community Artist; Community Arts Administrator; Community Arts Manager; Live Events Administrator; Live Events Coordinator

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**Suite** Delivery of Arts Projects and Live Events

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