

Friday 17 May 2019 – Afternoon

LEVEL 3 CAMBRIDGE TECHNICAL IN PERFORMING ARTS

05853/05876 Unit 32: Arts administration

Time allowed: 2 hours

C324/1906



You may use:

- no materials required

Please write clearly in black ink.

Centre number

Candidate number

First name(s) _____

Last name _____

Date of Birth

INSTRUCTIONS

- Use black ink.
- Answer **all** the questions.
- Write your answer to each question in the space provided.
- If additional answer space is required, you should use the lined page(s) at the end of this booklet. The question number(s) must clearly be shown.

INFORMATION

- The total mark for this paper is **60**.
- The marks for each question are shown in brackets [].
- This document consists of **16** pages.

FOR EXAMINER USE ONLY	
Question No	Mark
1	/2
2	/4
3	/2
4	/4
5	/2
6	/4
7	/2
8	/4
9	/18
10	/18
Total	/60

Answer **all** the questions.

For all questions in this paper, you should assume that you are in the role of an Arts Administrator.

Read the following scenario.

Scenario

Time to Know is an established touring performance company, well known in the Performing Arts industry for high-quality outdoor productions. The company specialises in bringing heritage to life through the performing arts. The company also runs creative workshops as part of an outreach programme designed to widen participation to the arts.

You are employed by *Time to Know* as their full-time Arts Administrator. You are the only full-time employee and all other roles are undertaken by freelance practitioners, on a contract basis, depending on the requirements of each project.

The company receives public sector support from their local council to finance productions as well as third sector grants for community arts. The company is a not-for-profit organisation, governed by a board of directors who give their time and expertise on a voluntary basis.

The company is planning an outdoor production that will take place around the town centre, involving all the performing arts disciplines. The local council is keen to support the production and has offered both financial and practical support.

This production will be a celebration of local historical figures, and aims to bring the heritage of the town to life through the stories of influential figures from times gone by.

The following questions relate to the roles and responsibilities you will undertake as the Arts Administrator for *Time to Know*.

Questions 1 and 2

1 One of your responsibilities is to confirm the appropriate legal arrangements are in place.

Time to Know has Public Liability Insurance.

Explain **one** other type of insurance you will need to have for this production.

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.....[2]

Questions 5 and 6

5 You also manage matters relating to Human Resources (HR).
Explain **one** HR function that you may deal with on a regular basis.

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.....[2]

6 Your production includes community activities.
Explain **two** HR considerations you will need to take into account when planning the company's community work.

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.....[4]

Questions 7 and 8

7 The local council has offered their support as they wish to improve the audience's knowledge of the town's heritage.
Explain **one** way the local council could support you with this.

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.....[2]

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END OF QUESTION PAPER

ADDITIONAL ANSWER SPACE

If additional answer space is required, you should use the following lined page(s). The question number(s) must be clearly shown in the margin(s) – for example 1 or 2.

A vertical line on the left side of the page is followed by 25 horizontal dotted lines, providing a ruled area for writing answers.

A series of horizontal dotted lines for writing, spanning the width of the page.

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