OCR
Oxford Cambridge and RSA

Friday 17 May 2019 – Afternoon

LEVEL 3 CAMBRIDGE TECHNICAL IN PERFORMING ARTS

05853/05876 Unit 32: Arts administration

Time allowed: 2 hours plus your additional time allowance

You may use:
no materials required

Modified Enlarged 18pt

Please write clearly in black ink.

Centre number					
Candidate number					

First name(s) _____

Last name _____

Date of Birth	D	D	M	M	Y	Y	Y	Y

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 [ ].

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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.

_____

_____

_____

_____ **[2]**

2 'Time to Know' has a Health and Safety Policy for outdoor performances.

Explain TWO aspects of health and safety that must be covered in the policy. [4]

1 _____

_____

_____

_____

2 _____

_____

_____

_____

QUESTIONS 3 AND 4

3 As part of your reporting duties, you have prepared a report for the funders.

Explain ONE piece of information you will report on for the public sector funder.

_____

_____

_____

_____ [2]

4 A third sector funder has awarded a grant to support the community arts.

Explain TWO ways this funder will need to use this report in their own work. [4]

1 _____

_____

_____

_____

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.

_____

_____

_____

_____ **[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.

1 _____

_____

_____

_____

2 _____

_____

_____

_____

[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.

_____

_____

_____

_____ **[2]**

8 The production is almost ready for performance. You have been contacted by the local council who has asked you for a progress report.

Explain TWO administrative aspects of the performance you will report on.

_____

_____

_____

_____

_____

_____

_____

_____ **[4]**

9 As part of monitoring social media interest, 'Time to Know' expect a large audience to attend the outdoor performance.

Analyse the planning requirements you need to put in place for this event to be a success. [18]

10 One week before the performance, a group of local residents have lodged a complaint with the local council as they have many concerns about living close to where the performance is staged.

As the Arts Administrator, the Board of Directors have asked you to respond urgently. [18]

Evaluate your options to resolve the situation.

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.

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