



Oxford Cambridge and RSA

# Friday 26 May 2023 – Afternoon

## Level 3 Cambridge Technical in Performing Arts

**05853/05876** Unit 32: Arts administration

**Time allowed: 2 hours**

**C324/2306**



No extra materials are needed.



Please write clearly in black ink. **Do not write in the barcodes.**

Centre number

Candidate number

First name(s) \_\_\_\_\_

Last name \_\_\_\_\_

Date of birth

### INSTRUCTIONS

- Use black ink.
- Write your answer to each question in the space provided. If you need extra space use the lined pages at the end of this booklet. The question numbers must be clearly shown.
- Answer **all** the questions.

### INFORMATION

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

### ADVICE

- Read each question carefully before you start your answer.

Answer **all** the questions.

For the purposes of the following tasks you should assume the role of an Arts Administrator.  
Read the following scenario.

**Scenario**

Flowering of the Arts is a new event run by a community organisation. It will take place in two venues in a city district over a weekend, a Town Hall and a converted church community centre. Both venues have accessible indoor performance spaces, with all the facilities needed to be able to accommodate members of the public. The event is free to attend and open to all members of the community.

Flowering of the Arts is partly funded by a public sector community grant. The event is also sponsored by a well-known chain of DIY and garden suppliers, due to open a store locally.

Performances will be staged in each venue against a backdrop of locally created flower displays. These will be managed by a team of volunteers.

Local amateur groups are to be invited to perform at the event, as well as some local community groups to run performing workshops, classes and demonstrations.

You have been contracted as the only full-time employee, to be the Arts Administrator, starting nine months before the event is due to happen. Your key purpose is to make the proposals for the event a reality.

The following questions relate to the roles and responsibilities you will undertake as the Arts Administrator for the Flowering of the Arts festival.

**Questions 1 and 2**

You will be responsible for the legal matters relating to the festival.

1 One group that has applied to play is a brass band playing well-known tunes.

Explain **one** licence that may be needed for them to play music at the festival.

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..... [2]

2 You have insurance in place for the festival.

Explain **two other** legal requirements you will need to have in place.

1 .....

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2 .....

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[4]

**Questions 3 and 4**

You will need to manage the performance bookings for the amateur groups.

3 Explain **one** Health and Safety check you would ask any amateur or community group to complete before you could confirm their booking to perform.

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[2]

4 Explain **two other** items of safety information you would need from the amateur and community groups before you could accept them to participate in the festival.

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2 .....

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[4]

**Questions 5 and 6**

Both venues are accessible with appropriate facilities. You will need to oversee that the venues are fit for performances at the time of the festival.

**5** Explain **one** essential venue check you will undertake for the performance weekend.

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..... [2]

**6** Some of the groups applying to perform are dancers.

What **two** additional checks will you need to make and to inform these groups of?

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2 .....

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[4]

**Questions 7 and 8**

You will need to plan for effective evaluation of the festival, to be reported directly to those who have supported the event financially.

**7** Explain **one** way you will measure the success of the event to the business sponsor.

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..... [2]

**8** Explain **two other** outcomes you will report on to the Community Organisation Trustees.

1 .....

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2 .....

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..... [4]

Read the additional information and answer the following **two** questions.

Flowering of the Arts has two venues for the festival. They are 2 km apart and available all weekend from 9 am until 9 pm.

9 Explain your planning intentions for the festival in the two locations.

[18]

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[The page contains 30 horizontal dotted lines for writing.]

**END OF QUESTION PAPER**

**ADDITIONAL ANSWER SPACE**

If additional answer space is required, you should use the following lined pages. The question numbers must be clearly shown in the margins – for example, 2 or 9.

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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