

Modified Enlarged 18 pt

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

Friday 26 May 2023 – Afternoon

Level 3 Cambridge Technical in Performing Arts

05853/05876

Unit 32: Arts administration

Time allowed: 2 hours plus your additional time allowance

No extra materials are needed.

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
---	---	---	---	---	---	---	---

READ INSTRUCTIONS OVERLEAF

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 [].

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.

[2]

- 2 You have insurance in place for the festival.

Explain TWO OTHER legal requirements you will need to have in place.

1

2

[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.**

[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.**

1

2

[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.**

[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?

1

2

[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.**

[2]

- 8 Explain TWO OTHER outcomes you will report on to the Community Organisation Trustees.**

1

2

[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]

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

A week before the event is due to take place, the sponsor has informed you they are withdrawing financial support for the event as the opening of their garden centre in the area has been postponed.

10 As Arts Administrator, consider the implications of this and make a recommendation to the organisers. [18]

[illegible]

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.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Oxford Cambridge and RSA

Copyright Information

OCR is committed to seeking permission to reproduce all third-party content that it uses in its assessment materials. OCR has attempted to identify and contact all copyright holders whose work is used in this paper. To avoid the issue of disclosure of answer-related information to candidates, all copyright acknowledgements are reproduced in the OCR Copyright Acknowledgements Booklet. This is produced for each series of examinations and is freely available to download from our public website (www.ocr.org.uk) after the live examination series.

If OCR has unwittingly failed to correctly acknowledge or clear any third-party content in this assessment material OCR will be happy to correct its mistake at the earliest possible opportunity.

For queries or further information please contact the Copyright Team, OCR (Oxford Cambridge and RSA Examinations), The Triangle Building, Shaftesbury Road, Cambridge CB2 8EA.

OCR is part of Cambridge University Press & Assessment, which is itself a department of the University of Cambridge.

© OCR 2023

Version 2