Modified Enlarged 24pt

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

Wednesday 21 May 2025 – 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**

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*2770394830*

## 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.**

BLANK PAGE

**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

**The Manor House is a well-known landmark and picturesque building that is full of history. This year, the Manor House will open its doors to the public for the first time and is planning a programme of historically inspired performing arts events.**

**The Manor House has received a large grant from a public sector funder. It will support the arts events further with profit made from a food festival that is planned to take place at the same time. It is hoped that putting on the events at the same time will attract more visitors.**

**Several different performance companies will provide the performance work.**

**Performances will take place over several weeks in the Manor House itself, as well as in various sites throughout the extensive grounds. All events will be open to the public.**

**The opening of the Manor House to the public is being overseen by the owner. An Artistic Director has been contracted to oversee the performance events. You have been contracted as the only other full-time employee. The food festival is being managed by a team of volunteers who will also help with some of the tasks associated with the performance events.**

**The following questions relate to the roles and responsibilities you will undertake as the Arts Administrator for the performing arts events.**

## Questions 1 and 2

**You will be responsible for legal matters relating to the performances.**

**1 One of the performances will involve pyrotechnics.**

**Explain ONE legal requirement relating to this.**

_____

_____

_____

_____ **[2]**

**2** **You have a music licence (Performing Rights Society) so that music can be played during some of the performances.**

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

**1** _____

_____

_____

_____

**2** _____

_____

_____

_____

**[4]**

## Questions 3 and 4

**You will be responsible for managing the budget for the performance events.**

**3 Explain ONE requirement that the funder is likely to have included in the public sector grant agreement.**

_____

_____

_____

_____ **[2]**

**4 Explain TWO OTHER REPORTING requirements usually required by this type of funder.**

**1** _____

_____

_____

_____

**2** _____

_____

_____

_____

**[4]**

## Questions 5 and 6

**The Manor House would like to attract as many visitors as possible.**

**5 Explain ONE marketing method you could use to reach a wide audience.**

_____

_____

_____

_____ **[2]**

**6 Explain TWO examples of market research that would be appropriate to carry out to support the aim of attracting a wide range of audiences.**

**1** _____

_____

_____

_____

**2** _____

_____

_____

_____

**[4]**

## Questions 7 and 8

**You will need to manage the volunteers who are undertaking some key tasks.**

**7 Explain ONE legal consideration when managing volunteers.**

_____

_____

_____

_____ **[2]**

**8 Explain TWO OTHER considerations when managing a team of volunteers.**

**1** _____

_____

_____

_____

**2** _____

_____

_____

_____

**[4]**

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

**Large numbers of people are expected and the Manor House needs to undergo some minor renovation work for suitable and accessible facilities to be available to public audiences.**

**9 Explain your planning priorities for the different key stages of the preparation for the events. [18]**

**A few days before the event, you are informed that the food festival cannot take place. The local council has health and safety concerns relating to food handling and cannot approve this part of the event.**

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

**END OF QUESTION PAPER**

## EXTRA ANSWER SPACE

**If you need extra space use these lined pages. You must write the question numbers clearly in the margin.**

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