

**THAR 25.3 Course Outline as of Spring 2019****CATALOG INFORMATION**

Dept and Nbr: THAR 25.3 Title: PRODUCTION HOUSE STAFF

Full Title: Production Lab: House Staff

Last Reviewed: 4/23/2018

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	9.00		Contact DHR	157.50
		Contact Total	9.00		Contact Total	157.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 34 - 4 Enrollments Total

Also Listed As:

Formerly:

**Catalog Description:**

Practical experience as a member of the house staff for public theatre performances. Students will complete crewing responsibilities during final rehearsals and performances for one to two Theatre Arts productions during the semester.

**Prerequisites/Corequisites:****Recommended Preparation:**

Course Completion or Concurrent Enrollment in THAR 2

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Practical experience as a member of the house staff for public theatre performances. Students will complete crewing responsibilities during final rehearsals and performances for one to two Theatre Arts productions during the semester. (Grade Only)

Prerequisites/Corequisites:

Recommended: Course Completion or Concurrent Enrollment in THAR 2

Limits on Enrollment:

Transfer Credit: CSU;UC.  
Repeatability: 4 Enrollments Total

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Transferable	Effective:	Fall 2005	Inactive:
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<b>UC Transfer:</b>	Transferable	Effective:	Fall 2005	Inactive:
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**CID:**  
CID Descriptor: THTR 192      Technical Theatre in Production  
SRJC Equivalent Course(s): THAR25 OR THAR25.1 OR THAR25.2 OR THAR25.3 OR THAR25.4 OR THAR25.5

**Certificate/Major Applicable:**  
Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Apply discipline-specific skills to front of house production practices throughout the final preparation and process of public performance.
2. Implement basic public relations techniques and theatre safety procedures, while correctly following protocol within the theatre hierarchy.
3. Support the work of the rest of a production ensemble, collaborating and working cooperatively within a team structure.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Demonstrate the professional responsibilities of a house staff member associated with the preparation and performance of a theatrical production before a paying public audience.
2. Prioritize tasks in an environment with multiple and competing demands.
3. Utilize basic theatre terminology within the process.
4. Exhibit the discipline of front of house protocol.
5. Adhere to the communication hierarchy of the theatre structure.
6. Interpret and fulfill instructions accurately, working calmly under pressure.
7. Quickly assess situations and adapt accordingly within production and performance environments.
8. Practice good public relations, interacting positively and diplomatically with theatre patrons and members of the community.
9. Demonstrate knowledge of public safety and emergency procedures in a theatre environment.

Students repeating the course will be preparing and performing house staff

responsibilities in conjunction with entirely different theatrical productions. Repeating students will:

- Work with different directorial and managerial styles, as well as production processes.
- Participate in the presentation of different theatrical works, supporting different artistic visions by maintaining the desired front-of-house environment as a member of the house staff.
- Gain greater proficiency in public relations, improving house staff skills while interacting with diverse audiences.

## **Topics and Scope:**

Students in this course will be assigned to the house crew of one to two productions. Topics of instruction fall into two categories - Orientation Topics and Position-Specific Topics. Potential front of house assignments include:

- Usher
- Concessions assistant
- Box Office assistant
- Publicity assistant
- Lobby Display assistant
- Special Events assistant

## **ORIENTATION TOPICS**

### **I. Working With the Production Ensemble**

- A. Director
- B. Technical director
- C. Stage management
- D. Designers
- E. Technicians
- F. Actors
- G. Front of house
- H. Business and administration

### **II. Theatre Professionalism, Communication, and Procedures**

- A. Theatre etiquette and protocol
- B. Basic theatre terminology
- C. Locations of facilities and resources
- D. Theatrical hierarchy
- E. Production framework
- F. Managing time, health, and personal responsibilities
- G. General safety and emergency procedures

### **III. About the Production(s)**

- A. The script's historical context and style
- B. Director's concept
- C. Scenery and properties design
- D. Other design interpretations
- E. Technical responsibilities
- F. Special technical responsibilities

### **IV. Working During a Performance Situation**

- A. Production attire
- B. Production safety
- C. Working calmly under stress
- D. Handling others' nerves

- E. Prioritizing and adapting
- F. Staying focused and alert
- G. Handling the unexpected

**POSITION-SPECIFIC TOPICS:** The student will receive instruction on the following, specific to the production position assignments to which they have been assigned.

#### I. Learning the Position Responsibilities

- A. Position-specific terminology
- B. Interpreting instructions
- C. Front of House supervising staff
  1. House manager
  2. Assistant house manager
  3. Box office manager
  4. Publicity coordinator
- D. Basic tools and equipment
- E. Resource management
- F. Special production demands

#### II. Public Relations

- A. Personal appearance and professional attire
- B. Interacting with the public
  1. Answering questions
  2. Handling complaints
  3. Listening and timing in communication

#### III. Production-Specific Issues

- A. Patrons with special needs
  1. Seating and assisting disabled patrons
  2. Production elements and health concerns  
(strobe lights, particulate matter, etc.)
  3. Hearing assistance
  4. Interpreted performances
  5. Content concerns (strong language, sexual references, etc.)
- B. Handling money (For Box Office and Concessions)
- C. Working in the theatre (For Ushers)
  1. Handling late seating and disruptive patrons
  2. Audience protocol
  3. Programs
  4. Seating configurations
    - a. General vs assigned seating
    - b. Seat numbering system
- D. Facilities and resource maintenance

#### IV. Emergency Procedures with an Audience

- A. Location of emergency exits
- B. Evacuation procedures
- C. Location of emergency equipment

#### V. Working During a Performance Situation

- A. Working calmly under stress
- B. Handling others' nerves
- C. Prioritizing and adapting
- D. Staying focused and alert
- E. Handling the unexpected

Repeating students will:

1. Develop higher proficiency in each of the position-specific techniques listed above, either in the same position and/or other front-of-house positions.
2. Apply techniques to different plays each semester.

**Assignment:**

- I. Complete position-specific assignments - either IA. or IB.:
  - A. Ushers, Concessions, Box Office Assistants:  
Complete all house crew responsibilities for the Preview and performances for one to two productions during the semester.
    1. Participate in pre-show preparation process before each performance.
    2. Perform assigned responsibilities during each performance.
    3. Participate in post-show process after each performance, leaving only when released by house manager or faculty supervisor.
  - B. Publicity Assistant; Lobby Display Assistant; Special Events Assistant:  
Complete all position responsibilities as outlined in the position guidelines for one to two productions during the semester.
- II. Attend all scheduled orientations to which the student is called:
  - A. Attend the introductory THAR 25 Series meeting (held the second Tuesday of each semester).
  - B. Attend full company presentations prior to each production's Tech Week (for all students in THAR 25/THAR 11 Series assigned to show).
  - C. Become familiar with each production by watching an on-stage run-through, prior to the formal start of position responsibilities.
  - D. Communicate all potential schedule conflicts prior to finalizing position assignments with instructor. Conflicts submitted late may be turned down by the instructor or may result in removal from the production/class.
  - E. Respond promptly and dependably to all calls.
- III. Adhere to the standards of professionalism:
  - A. Maintain an amiable and supportive attitude when interacting with the public, as well as other members of the production ensemble.
  - B. Respectfully follow instructions in the preparation of the position and maintain that direction in performance.
  - C. Perform assigned position in a conscientious and dedicated manner.
  - D. Follow the terms of the course syllabus, as well as position-specific guidelines.
  - E. Maintain good health and safety practices throughout the rehearsal and performance process.
- IV. Provide and wear required attire for performances.
  - A. House staff wear black dress slacks or skirts, and white shirts.
  - B. Other front of house positions should dress neatly and respectably.
- V. Complete time cards accurately and submit them in a timely manner.

Repeating students will demonstrate increased depth and breadth in completion of assignments.

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Front of house assignment(s)

Skill Demonstrations  
60 - 80%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and Professionalism

Other Category  
20 - 40%

**Representative Textbooks and Materials:**

Script(s) for selected productions.

Instructor prepared materials