

**THAR 50 Course Outline as of Fall 1997****CATALOG INFORMATION**

Dept and Nbr: THAR 50 Title: INTRO THEATRE MGMT

Full Title: Introduction to Theatre Management

Last Reviewed: 5/11/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	3.00	17	Lab Scheduled	52.50
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	87.50
		Non-contact DHR	3.00		Non-contact DHR	52.50

Total Out of Class Hours: 70.00

Total Student Learning Hours: 210.00

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

Introduction to the principles and practices of management in the theatre, including stage management, production management, business management and promotions. Practical application of theory through management of one or more productions in various areas.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Intro to the principles & practices of Management in Theatre Arts, incl: Stage Management, Production Management, Business Management & promotions. (Grade Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;UC.

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **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:
---------------	----------------------	------------	-----------

<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1986	Inactive:
----------------------	--------------	------------	-----------	-----------

<b>UC Transfer:</b>	Transferable	Effective:	Fall 2020	Inactive:
---------------------	--------------	------------	-----------	-----------

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

The students will:

1. Demonstrate a proficiency in stage management, production management, house management, and promotions.
2. Construct a full production book for a play of their choice.
3. Demonstrate a knowledge of management and organizational principles in all areas of theatre management.
4. Understand and demonstrate the communication skills needed by a theatre manager.
5. Work closely with other students in class to develop a unity of production.

### **Topics and Scope:**

1. Stage Management.
  - A. Process of rehearsal and production.
  - B. Calling the show.
  - C. Personnel management.
  - D. The prompt script.
  - E. Communication.
  - F. Scheduling.
2. Production Management.
  - A. Scheduling.
  - B. The production office.
  - C. Communication.
  - D. Record keeping.
  - E. The human element.
3. Business Management.
  - A. Keeping the books.
  - B. Budgeting.
  - C. Petty cash and purchase orders.

- D. Box office management.
- E. Accountability.
- 4. Promotions.
  - A. Master calendar.
  - B. Press release.
  - C. Dealing the the media.
  - D. Promotional techniques.
  - E. Publications, mailing lists.

### Assignment:

1. A full play production book.
2. 6-8 short (500 word) essays and projects based on the lecture material.

### 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.

Written homework, Lab reports, PRODUCTION BOOK

Writing  
40 - 50%

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

Homework problems, Field work, Lab reports

Problem solving  
20 - 30%

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

Class performances

Skill Demonstrations  
15 - 30%

**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.

DEPENDABLE AND COOPERATIVE WORK HABITS.

Other Category  
15 - 20%

### Representative Textbooks and Materials: