THAR 50L Course Outline as of Spring 2018

CATALOG INFORMATION

Dept and Nbr: THAR 50L   Title: THEATRE MGMT LAB
Full Title: Theatre Management Laboratory
Last Reviewed: 5/11/2020

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	3.00		Lecture Scheduled	0	17.5	Lecture Scheduled		0
Minimum	1.00		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 in one or more areas of theatre management for public performances. Students apply and develop their managerial skills and knowledge within the context of a full Theatre Arts production.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion or Concurrent Enrollment in THAR 50

Limits on Enrollment:

Schedule of Classes Information:
Description: Practical experience in one or more areas of theatre management for public performances. Students apply and develop their managerial skills and knowledge within the context of a full Theatre Arts production. (Grade Only)
Prerequisites/Corequisites:
Recommended: Course Completion or Concurrent Enrollment in THAR 50
Limits on Enrollment:

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

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Spring 1987	Inactive:
UC Transfer:	Transferable	Effective:	Fall 2021	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Apply the organizational principles in one or more areas of theatre management throughout the preparation and process of rehearsals and public performances.
2. Support the work of the production ensemble, collaborating and working cooperatively within the theatre hierarchy.
3. Implement the essential skills, methods, and responsibilities required for an entry-level stage management position in professional theatre.

Objectives:
In order to achieve these learning outcomes, during the course the student will:
1. Apply an understanding of management and organizational principles in one or more areas of theatre management.
2. Exhibit an understanding of the roles and responsibilities of one or more management positions: the stage manager, assistant stage manager, or the assistant house manager, throughout the production process.
3. Demonstrate basic proficiency with stage management documentation, script notations, calendars and reports.
4. Prioritize management tasks and responsibilities in an environment with multiple and competing demands.
5. Implement the communication, social, psychological, emotional and ethical skill-set required for working front-of-house or assisting in production duties for current SRJC Theatre Arts productions.

Topics and Scope:

Students in this course will be assigned to one or more specific areas of theatre management (stage management, assistant stage management, production assistant, assistant house management) for a current SRJC Theatre Arts production.

I. The Working Relationship Between a Manager and the Production Ensemble

A. Artistic Director/Producer
B. Director
C. Technical director
D. Designers
E. Technicians
F. Actors
G. Box Office and front-of-house
H. Business and administration
I . Theatre management team
II. Theatre Professionalism, Communication, and Procedures
   A. Theatre hierarchy, etiquette and protocol
   B. Basic theatre terminology
   C. Locations and use of facilities and resources
   D. Managing time, health, and personal responsibilities with
      production responsibilities
   E. General safety and emergency procedures
III. Pre-Production Preparation
   A. Getting acquainted with the production's requirements
      1. The Artistic Director's vision
      2. Director's concept
      3. Design interpretations
   B. Script and paperwork preparation
      1. Reports
      2. Schedules
      3. New scripts and script revisions
      4. Check lists
      5. Special formatting and templates
   C. Setting up lines of communication
      1. Contact sheets
      2. Distribution lists
      3. Emails, voicemails, and meetings
      4. Practical and virtual callboards
      5. Confidentiality vs. sharing and disseminating information
   D. Position Specific Responsibilities
      1. Front-of-house:
         a. Set-up of the lobby
         b. Concessions
         c. Audience warnings and special accommodations
         d. Audience and concession reports
         e. Tracking tickets, programs and concessions
      2. Stage Management:
         a. Set-up of the rehearsal space
         b. Stage spiking
         c. Presets
         d. Tracking rehearsal props, costumes, blocking, scenery, etc.
         e. Rehearsal and performance reports
         f. Updating daily calls and hotlines
      3. Production Assistant: assisting with facility use, reports, and tracking
IV. Working During a Performance Situation
   A. Production attire
   B. Openings, pre-show and post-show events
   C. Working calmly under stress

D. Handling others' nerves
E. Prioritizing and adapting
F. Staying focused and alert
G. Handling the unexpected
H. Emergencies and disasters
I. Maintaining the show and performance reports

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

Assignment:

Complete all responsibilities for one or more management positions for one or more current SRJC Theatre Arts productions during the semester. The student will:

1. Attend all scheduled orientations, company and production meetings, rehearsals, strikes, and performances that the student is assigned to attend by position.
2. Adhere to the following standards of professionalism:
    a. Maintain an amicable and supportive attitude when interacting with other members of the production ensemble and/or patrons.
    b. Work calmly and respectfully while problem-solving in a tension fueled environment and/or dealing with the unexpected situation.
    c. Respectfully follow instructions in the preparation of the position and maintain that direction in performance.
    d. Perform assigned position in a conscientious and dedicated manner.
    e. Maintain good health and safety practices throughout the construction, rehearsal and performance process.
3. Provide and wear required attire for rehearsals and performances.
4. Read the script and supporting documentation for each assigned production.
5. Complete all position specific responsibilities such as: preparing and formatting the script, writing rehearsal and/or performance reports, schedules, calendars, etc.
6. Prepare facilities as required for specific rehearsals and/or performances.
7. Generate, organize, and revise position-specific communication tools.
    a. Contact sheets
    b. Distribution lists
    c. Emails, voicemails, hotlines, and meetings
    d. Practical and virtual callboards

Repeating students will:
1. Develop higher proficiency in each of the position-specific skills listed above, either in the same management position to a more complex production and performance schedule or other related management positions.
2. Apply skills and techniques to different plays each semester.

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.

Rehearsal and Performance Reports

Writing 10 - 20%

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.

Position Required Responsibilities

Skill Demonstrations 40 - 50%

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; Professionalism; Communication and organizational tools

Other Category 30 - 40%

Representative Textbooks and Materials:
Script(s) for selected productions.

Instructor prepared materials