

**THAR 29L Course Outline as of Fall 2021****CATALOG INFORMATION**

Dept and Nbr: THAR 29L 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: THAR 50L

**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 29 ( or 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 29 ( or THAR 50)

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:
<b>CSU Transfer:</b>	Transferable	Effective:	Spring 1987	Inactive:	
<b>UC Transfer:</b>	Transferable	Effective:	Fall 2021	Inactive:	

**CID:**

**Certificate/Major Applicable:**  
Certificate Applicable Course

## **Approval and Dates**

Version:	04	Course Created/Approved:	2/26/1992
Version Created:	2/19/2020	Course Last Modified:	12/30/2023
Submitter:	Leslie McCauley	Course last full review:	5/11/2020
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	5/11/2020
Version Status Date:	5/11/2020	Semester Last Taught:	Fall 2023
Version Term Effective:	Fall 2021	Term Inactive:	

## **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:**

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

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. Checklists
  - 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:
    - i. Set-up of the lobby
    - ii. Concessions
    - iii. Audience warnings and special accommodations
    - iv. Audience and concession reports
    - v. Tracking tickets, programs and concessions
  - 2. Stage Management:
    - i. Set-up of the rehearsal space
    - ii. Stage spiking

- iii. Presets
- iv. Tracking rehearsal props, costumes, blocking, scenery, etc.
- v. Rehearsal and performance reports
- vi. 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

## **OTHER REQUIRED ELEMENTS**

### **STUDENT PREPARATION**

Matric Assessment Required:	X	Exempt From Assessment
Prerequisites-generate description:	NP	No Prerequisite
Advisories-generate description:	A	Auto-Generated Text
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	N	No Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

### **BASIC INFORMATION, HOURS/UNITS & REPEATABILITY**

Method of instruction:	04	Laboratory
Area department:	THART	Theatre Arts & Fashion
Division:	72	Arts & Humanities
Special topic course:	N	Not a Special Topic Course
Program status:	1	Certificate Applicable Course
Repeatability:	34	4 Enrollments Total
Repeat group id:		

### **SCHEDULING**

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	1007	Theatre Arts

### **OTHER CODES**

Discipline:	Drama/Theater Arts OR Stagecraft	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	N	Not Distance Ed
Distance Ed Approved:	N	
Emergency Distance Ed Approved:	Y	<a href="#">Fully Online</a> <a href="#">Partially Online</a> <a href="#">Online with flexible in-person activities</a>
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	1006.00	Technical Theater
Work-based learning:	N	Does Not Include Work-Based Learning
DSPS course:	N	Not a DSPS Course
In-service:	N	Not an in-Service Course
Lab Tier:	21	Credit Lab - Tier 1