

**SRT 47.5 Course Outline as of Summer 2017****CATALOG INFORMATION**

Dept and Nbr: SRT 47.5 Title: SRT - THEATRE MANAGEMENT

Full Title: Summer Repertory Theatre - Theatre Management

Last Reviewed: 5/9/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	6.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	6.00	Lab Scheduled	19.25	11	Lab Scheduled	336.88
		Contact DHR	0		Contact DHR	0
		Contact Total	19.25		Contact Total	336.88
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 336.88

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: THAR 47.5

**Catalog Description:**

Preparation and practical experience in the art of theatre management, including stage management, production management, business management and promotions. Students will complete management responsibilities during rehearsals and performances for multiple productions during the Summer Repertory Theatre season.

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

Previous experience in theatre production.

**Limits on Enrollment:**

By Audition

**Schedule of Classes Information:**

Description: Preparation and practical experience in the art of theatre management, including stage management, production management, business management and promotions. Students will complete management responsibilities during rehearsals and performances for multiple productions during the Summer Repertory Theatre season. (Grade Only)

Prerequisites/Corequisites:

Recommended: Previous experience in theatre production.

Limits on Enrollment: By Audition

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:	Summer 2009	Inactive:	
<b>UC Transfer:</b>	Transferable	Effective:	Fall 2009	Inactive:	

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of this course, the student will be able to:

1. Demonstrate the professional responsibilities of a theatre manager associated with the preparation and performance of a professional theatrical production before a paying public audience.
2. Prepare and develop appropriate reports required of stage management; including rehearsal reports, call sheets, line notes and production reports.
3. Define the operational structure of a production office, box office and theatre business office.
4. Successfully interact and communicate with members of the public and production personnel.
5. Deliver complex instructions to ushers and patrons, including safety and emergency procedures.
6. Apply theoretical and practical knowledge learned to problem-solve and overcome unfamiliar situations in theatre management.
7. Correctly read and interpret working drawings, ground plans and vertical sections to facilitate rehearsals.
8. Tape out a set in accordance with a groundplan and elevations.
9. Identify and assess the relationship between theatre management and other elements of theatre design and technology, including properties, lighting and sound.

### **Topics and Scope:**

Students in this course will be assigned to the theatre management crew of multiple productions. Topics will vary, depending on the needs of the individual productions.

I. Theatre Management Responsibilities-students will be assigned to one or more of the following:

A. Stage Management

1. Process of rehearsal and production

2. Calling the show
  3. Personnel management
  4. Stage Manager's book
  5. Communication
  6. Scheduling
  7. Line notes
  8. Scheduling fittings
  9. Rehearsal preparation
  - B. Production Management
    1. Scheduling
    2. The production office
    3. Communication
    4. Record keeping
    5. The human element
  - C. Business Management
    1. Keeping the books
    2. Budgeting
    3. Petty cash and purchase orders
    4. Box office management
    5. Accountability
  - D. Promotions
    1. Master calendar
    2. Press release
    3. Dealing the media
    4. Promotional techniques
    5. Publications, mailing lists
  - E. House Management
    1. Interpreting instructions
    2. Dividing responsibilities
    3. Basic tools and equipment
    4. Seating configurations
      - a. National standards
      - b. Continental vs American
      - c. Arena, thrust, alley/stadium, etc.
      - d. General vs assigned seating
- ## II. Emergency Procedures
- A. District Emergency Procedures
    1. Earthquake
    2. Fire
    3. Evacuation
  - B. First Aid
  - C. CPR
- ## III. Working During a Performance Situation
- A. Professional attire
  - B. Working during a show
    1. Answering questions
    2. Audience special needs
    3. Working in the dark
    4. Timing and communication
    5. Handling money
  - C. Communication
  - D. Working calmly under stress

- E. Handling others' nerves
- F. Prioritizing and adapting
- G. Staying focused and alert
- H. Handling the unexpected

#### IV. Standards of Professionalism for Management Staff

##### Assignment:

1. Complete all theatre management responsibilities for the rehearsal and performances for multiple shows during the SRT season.
2. Attend all scheduled rehearsals, performances, and/or strikes to which the student is called.
3. Adhere to advanced standards of professionalism throughout the rehearsal and performance process, following the terms of the Company Handbook and course syllabus.
4. Provide and wear required attire for performances.
5. Read the script for each assigned production.

##### 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.

Management assignments

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.

Professionalism

Other Category  
20 - 40%

##### Representative Textbooks and Materials:

Scripts of plays being performed.  
SRT Company Handbook