

**THAR 25.3 Course Outline as of Fall 2005****CATALOG INFORMATION**

Dept and Nbr: THAR 25.3 Title: PRODUCTION HOUSE STAFF

Full Title: Production Lab: House Staff

Last Reviewed: 2/10/2025

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.25	Lab Scheduled	0	17	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 of THAR 2 ( or THAR 301 or 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 of THAR 2 ( or THAR 301 or THAR 2)

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:      Fall 2005      Inactive:

**UC Transfer:** Transferable      Effective:      Fall 2005      Inactive:

**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:**  
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 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. Demonstrate an understanding of the production process, from script to performance, and utilize basic theatre terminology within the process.
4. Recognize and exhibit the discipline of backstage protocol.
5. Adhere to the communication hierarchy of the theatre structure.
6. Support the work of the rest of a production ensemble, working cooperatively within a team structure.
7. Interpret and fulfill instructions accurately, working calmly under pressure.
8. Quickly assess situations and adapt accordingly within production and performance environments.

Students repeating the course will be preparing and performing house staff responsibilities in conjunction with entirely different theatrical productions. Repeating students will be:

- Working with different directorial and managerial styles, as well as production processes.
- Participating 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.
- Gaining 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 will vary, depending on the needs of the individual productions. The following topics will be covered for all productions:

- I. Working With the Production Ensemble
  - A. Director
  - B. Technical director
  - C. Stage management
  - D. Designers
  - E. Technicians
  - F. Actors
  - G. Front of house
  - F. 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
    1. Schedule
    2. Types of rehearsals
  - F. Managing time, health, and personal responsibilities
- III. About the Productions(s)
  - A. The script's historical context and style
  - B. Director's concept
  - C. Costume designs
  - D. Other design interpretations
- IV. House Crew Responsibilities
  - A. Learning the job
    1. Interpreting instructions
    2. Dividing responsibilities
    3. Supervising staff
      - a. House manager
      - b. Box office manager
      - c. Publicity coordinator
    4. Safety and emergency procedures
    5. Basic tools and equipment
    6. Seating configurations
      - a. National standards
      - b. Continental vs American
      - c. Arena, thrust, alley/stadium, etc.
      - d. General vs assigned seating
  - B. Position responsibilities
    1. Concessions
    2. Ushering
    3. Box office
    4. Publicity/lobby display
  - C. Working with the public
  - D. Resource management
  - E. Special production demands
- V. 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. Emergency procedures
- D. Working calmly under stress
- E. Handling others' nerves
- F. Prioritizing and adapting
- G. Staying focused and alert
- H. Handling the unexpected

**Assignment:**

1. Complete all house crew responsibilities for the Preview and performances for one to two productions during the semester.
  - a. Participate in pre-show preparation process before each performance.
  - b. Perform assigned responsibilities during each performance.
  - c. Participate in post-show preparation process after each performance.
2. Attend all scheduled rehearsals, performances, and/or strikes 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.
3. 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 House Staff Contract and course syllabus.
  - e. Maintain good health and safety practices throughout the rehearsal and performance process.
4. Provide and wear required attire for performances. House staff wear black dress slacks or skirts, and white shirts.
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.

Class performances, Field work

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:**

Script(s) for selected productions.