

THR 245 Stage Management

Location: FAC - Theatre 101 (Green Room)

Credits: 3.0

Time: T/Th 9:45-11:15 a.m.

Instructor: Dr. Brian Cook

Office: FAC – Theatre 104

Office Hours: T/Th 11:15 a.m. - noon or by appt.

Email: bcook25@alaska.edu

Office phone: (907) 474-5253

Course readings

Required:

Fazio, Larry. *Stage Manager: The Professional Experience*. Boston: Focal Press, 2000.

Plus additional required readings provided by instructor.

Course Description

This course will expose students to the multi-faceted job of the stage manager in theatrical productions with an emphasis on his/her role in the collaborative process. Students will learn to perform the duties, responsibilities and procedures of stage managers from pre- to post-production, as well as industry-standard vocabulary, proficiently. Students are expected to participate in, and will be evaluated on, classroom discussions and activities.

Course Goals

Throughout this course, students will:

- Define and learn the role and responsibilities of stage managers in live performance
- Develop methods and terminology to communicate effectively with artists and technicians in the performing arts
- Develop managerial skills in order to supervise and manage production personnel.
- Learn to display a professional attitude when performing stage management activities
- Participate in laboratory activities to reinforce classroom material and enhance understandings of the stage management process

Student Outcomes

After this course, students will be able to:

- Recognize and demonstrate proper stage management procedures for UAF Theatre productions
- Possess specific skills necessary to obtain jobs as stage managers in any theatre organization
- Analyze a script for production
- Document a full production by assembling a prompt book with all necessary paperwork for an assigned production, including production calendars, cast lists, rehearsal schedules, company rules, production plots and production budgets

Instructional methods

1. This course is a studio course, and students will both learn and demonstrate stage management skills in the classroom.
2. Information will be provided by readings, lectures, and in-class discussions.
3. Students will undertake a variety of hands-on exercises in stage management practices throughout the term.

4. Students should be prepared to utilize various online technologies, including Blackboard and (possibly) Facebook for this course.

Course Calendar (subject to change and revision)

Th Sept. 5 – Syllabus / What does a stage manager do? / Qualities of a good SM /
History of Stage Management
ASSIGN: SM website exercise

T Sept. 10 – Working with other people / SM websites
READ: Chapter 7 (break into pieces)
DUE: SM website exercise
ASSIGN: Hypothetical toolbox

Th Sept. 12 – Safety / SM Toolbox
READ: Chapter 5, p. 35-43
DUE: Hypothetical toolbox assignment

T Sept. 17 – MEET IN SALISBURY THEATRE - Groundplans and floor taping exercise
READ: Groundplans, p. 54-62; Taping, p. 127-129
ASSIGN: Plays for Prompt Book

Th Sept. 19 – MEET IN SCENE SHOP - Scene shop tour

T Sept. 24 - Discussion of plays for SM book
READ: Your play

Th Sept. 26 – Script Analysis
READ: Chapter 6, p. 44-52
ASSIGN: Prompt Book

T Oct. 1 – Script Analysis (cont'd)
Th. Oct. 3 - Production Meetings
READ: Chapter 9, p. 120-132

T Oct. 8 – Production Meeting exercise
Th Oct. 10 – Auditions
READ: Chapter 8, p. 104-119

T Oct. 15 – Rehearsal Management / Safety
READ: p. 52-54 and Chapter 10, p. 133-144
Th Oct. 17 – Lists / Props Management
READ: p. 63-74

T Oct. 22 – Blocking (ch 11) /“On Book”/Calling for Line
READ: Chapter 11, p. 145-166
Th Oct. 24 –Blocking notation exercise/Line note exercise (Possibly in Lab Theatre)
DUE: Prompt Book Copy of your script

Homework: Rehearsal notes (due via email, in response to my email)

T Oct. 29 – Putting in Cues (Possibly in Lab Theatre)
READ: p. 176-201

Th Oct. 31 – Tech week (Possibly in Lab Theatre)
READ: p. 202-224

T Nov. 5 – How to Call a Show
Th Nov. 7 – Brian at ASTR (**no class**)

Homework: Performance notes (due via email, in response to my email)

T Nov. 12 – MEET IN GREAT HALL: Calling a Show (exercise)

Practicum Exercise

Th Nov. 14 – MEET IN GREAT HALL: Calling a show (exercise)

Practicum Exercise

T Nov. 19 – Running a show (sign-in sheets, actor calls, pre-show checks, etc.)

READ: Ch. 15/16 (break into pieces)

Costume Shop tour

Th Nov. 21 - Touring (maybe a Skype session with Anna K.)

READ: Ch. 17, p. 252-270

T Nov. 26 – Suggestions on working with assistants / Rough Draft Script Analysis due

Th Nov. 28 – Thanksgiving – No Class

T Dec. 3 – Box Office Management / House Management

READ: Posted on Blackboard

Th. Dec. 5 – Company Management / Production Management

READ: Posted on Blackboard

T Dec. 10 Finding a job

READ: Chapter 4, p. 25-34

ASSIGN: Resume

Th Dec. 12 What to do when you're not at UAF – solving problems in other spaces

DUE: Resume

FINAL EXAM – Th. Dec. 19 – 8 a.m.

Course policies

Participation: Students are expected to read the material assigned for each day's class and to fully participate in class discussions. The instructor reserves the right to conduct pop quizzes or to assign written papers if students regularly fail to complete reading assignments. Students will receive up to 3 points per day for full participation (and only partial points for partial participation) in the 27 course days, for a total of 81 points.

Policy on late work: Any work turned in after the due date will be accepted for up to five days after the due date, but will be marked down 15% of the original total each day beyond the due date. (For example, if an assignment is worth 100 points, on the first day after the due date, it will be worth a maximum of 85 points, etc.)

Policy on missed in-class assignments: If a student is not in attendance on a day where an in-class assignment is completed, he or she will receive no credit for that assignment. These cannot be made up.

Attendance: Mandatory. However, students are allowed a total of *two absences* with no penalty. These absences do not need to be pre-approved and may be used for any reason, including sickness, leaving early for a trip, other needs. But note: *for every absence over two, the student's final grade will be lowered by one-third of a letter grade (i.e. A to A- or B+ to B).* Exceptions to this policy will be made in the case of a legitimate family emergency or medical absence. What qualifies as a legitimate absence will be determined by the instructor on a case-by-case basis, and students will be asked to demonstrate solid proof (i.e. – doctor's note). Tardiness is also unacceptable; 3 tardies will equal one absence for attendance-tracking purposes.

Policy on in-class technology: This is a lab-based class, and is based around group discussion and activities. Laptops, tablets and cell phones will merely distract students from participating in these activities, and are therefore not permitted.

Academic Honesty (from page 52 of the UAF 2013 -14 Course Catalog): Honesty is a primary responsibility of you and every other UAF student. The following are common guidelines regarding academic integrity:

1. Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless the course instructor grants permission. Only those materials permitted by the instructor may be used to assist in quizzes and examinations.
2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in compositions, theses, and other reports.
3. No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.

Alleged violations of the Code of Conduct will be reviewed in accordance with procedures specified in regents' policy, university regulations and UAF rules and procedures. For additional information and details about the Student Code of Conduct, contact the dean of students or visit www.alaska.edu/bor/.

Grading and Evaluation

Students will be evaluated on the following assignments:

- Participation – 81 points (27%)
- In-Class Projects – 49 points (16%)
- Resume – 10 points (3%)
- Hypothetical Toolbox - 10 points (3%)
- Show Calling Practicum – 50 points (17%)
- Final Prompt Book - 100 points (33%)
- **Total: 300 points**

Grades for all assignments are absolute, and are not subject to a curve.

Final grades will be based on the number of points acquired and the following scale:

Grading Scale

300-282 = A	231-221 = C
281-270 = A-	220-210 = C- *
269-262 = B+	209-180 = D
261-250 = B	and below = F
249-240 = B-	* Theatre majors must receive at least a C-grade (210 points) to pass this course.
239-232 = C+	

In-Class Projects (49 pts):

Specific assignment sheets will be provided prior to each exercise.

- Production Meeting exercise 5 pts.
- Floor taping exercise 4 pts.
- Blocking notation exercise 10 pts.
- Line notation exercise 10 pts.
- Rehearsal notes exercise 10 pts.
- Performance notes exercise 10 pts.

SM Prompt Book (100 pts)

Students will assemble a stage manager's prompt book over the course of the term by doing assignments for a mock production one of the following plays:

- *Proof*
- *The Odd Couple*
- *Raised in Captivity*
- *Doubt*
- *Suburbia*
- *Closer*
- *The Glass Menagerie*

Prompt books should include the following:

- Contact sheet
- Production calendar
- Character breakdown (by scene/act/French scene – whatever makes sense to you)
- Props list
- Groundplan
- Script with blocking notation and cues
- Line notation forms
- Rehearsal notes
- Performance reports
- Pre-show checklists

Some elements will be completed as in-class exercises; others will be completed by students outside of class time after receiving in-class tutorials.

Support Services

UAF Student Support Services office is located in 514 Gruening Building, phone number 474-6844, website: <http://www.uaf.edu/ssss> and e-mail: trio.sss@uaf.edu

The UAF Writing Center is in 801 Gruening Building, phone number 474-5314, website: <http://www.uaf.edu/english/writingcenter>

Disability Services

The Office of Disability Services (208 WHITAKER BLDG, 474-5655) implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. I will work with Disabilities Services to provide reasonable accommodation to students with disabilities.