

THEA 245: STAGE AND PROJECT MANAGEMENT FOR THEATRE, TV AND FILM

Citrus College Course Outline of Record

| Heading | Value |
|-------------------------|-----------------|
| Effective Term: | Fall 2021 |
| Credits: | 3 |
| Total Contact Hours: | 90 |
| Lecture Hours : | 36 |
| Lab Hours: | 54 |
| Hours Arranged: | 0 |
| Outside of Class Hours: | 72 |
| Prerequisite: | THEA 120. |
| Transferable to CSU: | Yes |
| Transferable to UC: | No |
| Grading Method: | Standard Letter |

Catalog Course Description

A survey of stage management and project management exploring the relationship between the artistry and the execution of show production in the entertainment industry. 36 lecture hours, 54 lab hours.

Course Objectives

- analyze the proper organization of a production through the use of software and interviews of working professionals
- understand and be able to employ the vocabulary required of a stage manager
- understand and execute the responsibilities of the stage manager during preproduction, auditions, rehearsals, performance and post production.
- describe techniques used to manage groups and individuals in order to increase the effectiveness of working on a project team.
- plan proper rehearsal and performance patterns for a production through the implementation of rehearsal, scenery, prop, lighting, costume and sound check lists
- demonstrate familiarity with specialized artistic and administrative vocabularies and fundamental concepts.
- understand Equity, SAG and AFTRA regulations for certain theatrical, film and television organizations and their production processes.
- show an appreciation of how academic disciplines of management and theatre can supplement and reinforce one another in practice, and articulate an understanding of the complexities and ambiguities inherent in explaining issues from within the frameworks of at least two different disciplines.
- read and analyze a play script from the stage manager's point of view.
- understand IATSE and USA regulations for certain theatrical, film and television organizations and their production processes.
- build a promptbook that contains cues as well as all necessary production records.
- conduct an organized and effective theatrical rehearsal, technical rehearsal and performance of a theatrical production.

Major Course Content

1. Identify and dissect Pre-rehearsal duties of the stage manager
2. Examine a professional prompt script
3. Examine and dissect the various drawings of a scenic, lighting, sound and costume designer.
4. Identify and analyze the rehearsal duties of the stage manager.
5. Identify and dissect the daily preparation of the stage manager.
6. Examine and analyze the relationship with directors and producers.
7. Examine and identify the relationship with the technical director and technicians.
8. Examine and dissect performance duties of the stage manager.
9. Identify the responsibility to actors before the curtain.
10. Examine and analyze calling the show during performance.
11. Examine and analyze post production duties of the stage manager.

Lab Content

1. blocking notation
2. audition procedures
3. pre-rehearsal duties
4. develop a project breakdown
5. venue walk through
6. developing a budget
7. conducting an acting rehearsal
8. conducting a technical rehearsal
9. conducting a dress rehearsal
10. running opening night
11. running a show
12. collaborating with the production team
13. assembling and organizing a prompt script
14. assembling and organizing a project binder
15. understanding and analyzing a script
16. developing a master calendar
17. running and organizing production meetings
18. developing rehearsal schedules
19. developing company rules
20. developing and organizing a call board
21. Guided instruction in...
22. script analysis.
23. blocking notation.
24. cue notation.
25. production calendar development.
26. developing a master calendar.
27. production crew scheduling.
28. director/producer relationship.
29. pre rehearsal procedures.
30. running an acting rehearsal.
31. post rehearsal procedures.
32. organizing a prompt script.
33. reading design drawings.
34. working with actors.
35. shift plot charts.
36. scene shift diagrams.

- 37. show run responsibilities.
- 38. show strike responsibilities.

Examples of Required Writing Assignments

Conduct an interview of five professional stage managers or project manager and write a ten page paper on their responses, how they contrast each other, how they're same and the experienced gained.

A ten page paper on the stage manager and project manager's occupation and responsibilities.

A minimum four page critique on each theatre and music department production for that semester.

One five page paper on software programs available for the stage manager and project manager.

Examples of Outside Assignments

Students will be required to complete the following types of assignments outside of the regular class time: Research on the use of stage management software currently used in the fine and performing arts live theatre venues. Research to include but not limited to a variety of management techniques for theatrical, film, television and concert productions. Observe activities related to course content by assisting a stage manager during the rehearsal, technical rehearsal and performance process.

Instruction Type(s)

Lecture, Lab, Online Education Lecture, Online Education Lab