

THEA 270: INTRODUCTION TO PRODUCTION MANAGEMENT

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2024
Credits:	3
Total Contact Hours:	72
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	18
Outside of Class Hours:	108
Total Student Learning Hours:	180
Prerequisite:	THEA 120 or concurrent enrollment.
Transferable to CSU:	Yes
Transferable to UC:	No
Grading Method:	Standard Letter

Catalog Course Description

A survey of production management, exploring the relationship between the artistry and the execution of show production in the entertainment industry. 54 lecture hours, 18 lab hours arranged.

Course Objectives

- Demonstrate an understanding of the role of a production manager within a live entertainment project
- Identify their leadership and communication styles and understand how to impact group dynamics
- Create a show overview and present it via a PowerPoint or Keynote presentation
- Develop a production budget for a live entertainment project
- Track event changes and make adjustments to a production budget
- Understand the key elements for leading a successful production team meeting
- Create an event/show agenda and understand how to assign tasks and elicit follow-through
- Understand the importance of clear communication within a live entertainment show or event
- Communicate changes and updates to a production team effectively

Major Course Content

In Introduction to Production Management, students will learn about the four areas that are central to becoming a successful production manager for live entertainment.

In this course we will cover: **Leadership, Communication, Organization and Financial Management.**

Students will explore these areas through lecture, directed discussions and test projects.

1. Leadership
 - a. Learn the introductory elements of leading in a team environment
 - b. Understand techniques for problem solving and managing conflict
 - c. Explore the key elements for leading a production team meeting
2. Communication
 - a. Identify your communication style and learn how to work effectively with diverse styles
 - b. Learn how to create an event overview, how to track changes and how to communicate updates to the production team
 - c. Students will learn how to create a meeting agenda, how to keep meetings on track and how to assign tasks to team members to ensure completion
3. Organization
 - a. Learn how to create and utilize a production timeline
 - b. How to track deliverables and manage deadlines
 - c. How to define clear expectations for the production team
4. Financial
 - a. How to create a production budget for a live entertainment show or event
 - b. Tracking changes in the production budget to ensure an on-target product

Hours Arranged Content

Guided instruction in...

- Audition procedures.
- Pre-rehearsal duties.
- Develop a project breakdown.
- Venue walk through.
- Developing a budget.
- Running opening night.
- Running a show.
- Collaborating with the production team.
- Assembling and organizing a production team.
- Assembling and organizing a project binder.
- Understanding and analyzing a script.
- Developing a master calendar.
- Running and organizing production meetings.
- Developing rehearsal deadline schedules.
- Developing production rules.
- Developing and organizing a call board.
- Cue notation.
- Production calendar development.
- Production crew scheduling.
- Director/producer relationship.
- Pre rehearsal procedures.
- Post rehearsal procedures.
- Reading design drawings.
- Working with actors.
- Shift plot charts.
- Scene shift diagrams.
- Show run responsibilities.
- Show strike responsibilities.

Examples of Required Writing Assignments

Conduct interviews with a production manager, a show director, a theater designer, a stage manager and a technical director and write a 6-8 page paper outlining their responses, how their roles contrast and where they overlap. Write a 4-5 page critique on each theatre and music department production for that semester. Write a 5 page paper on the role of the production manager in live entertainment.

Examples of Outside Assignments

Students will be required to complete the following types of assignments outside of regular class time: Research on the use of software to aid in production management. Utilize software to create production management documents for projects. Observe activities related to course content by assisting a stage manager, show director or designer during the rehearsal, technical rehearsal and performance process.

Instruction Type(s)

Lab, Lecture, Online Education Lab, Online Education Lecture