

THEA 272: INTRODUCTION TO PRODUCTION MANAGEMENT PRACTICUM

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2022
Credits:	3
Total Contact Hours:	90
Lecture Hours :	36
Lab Hours:	0
Hours Arranged:	54
Outside of Class Hours:	72
Corequisite:	THEA 270.
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Standard Letter

Catalog Course Description

A practicum course in support of THEA 270 Introduction to Production Management whose primary intention is to equip students with the knowledge necessary to pursue a career in the live entertainment field. 36 lecture hours, 54 lab hours arranged.

Course Objectives

- Create and maintain a Production Overview document
- Facilitate Production meetings
- Create and maintain a Production Calendar
- Develop a Production budget
- Communicate changes effectively to the Production team
- Create a meeting agenda, assign tasks to Production team members and complete follow-up
- Demonstrate key techniques for leading a team meeting

Major Course Content

In Introduction to Production Management Practicum, Students will practice the skills that are key to becoming a successful Production Manager for live entertainment.

Students will work individually and in teams on practice projects to enhance their skills.

In this course we will cover the following areas:

1. Leadership
 - a. Students will practice key techniques for effectively leading a team meeting
 - b. Students will understand their personal leadership and communication styles and develop skills key to problem solving and managing conflict
 - c. Students will chair a mock meeting
2. Communication
 - a. Students will create and update an agenda utilizing the MS Word template, "Team Meeting Agenda"

- b. Students will learn how to deliver effective Project Status updates to the team
 - c. Students will create and present a Project Overview in Keynote/ PowerPoint
3. Organization
 - a. Students will create a production timeline for their project and practice updating it with changes
 - b. Students will plan, manage and track their (test) projects utilizing OneNote software's template "Project Management Notebook" and MS Word's template "Fundraiser Event Plan"
 4. Financial
 - a. Students will create a project budget utilizing the Excel template "Project Budget"
 - b. Students will create a financial close-out for their project using the Excel template "Event Planning Tracker"

Hours Arranged Content

Practical instruction in:

- Develop a project breakdown
- Venue walk through
- Developing a budget
- Running opening night
- Running a show
- Collaborating with the production team
- Understanding and analyzing a script
- Developing a master calendar
- Running and organizing production meetings
- Developing rehearsal schedules
- Developing company rules
- Developing and organizing a call board
- 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)

Lecture, Lab