

THEA 274: ADVANCED PRODUCTION MANAGEMENT

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2021
Credits:	3
Total Contact Hours:	72
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	18
Outside of Class Hours:	108
Prerequisite:	THEA 272.
Transferable to CSU:	Yes
Transferable to UC:	No
Grading Method:	Standard Letter

Catalog Course Description

A deeper exploration of the concepts presented in THEA 270's Introduction to Production Management. Students will learn how to manage multiple live events simultaneously and gain valuable experience by working on real shows. In this course we will utilize Microsoft Office software to facilitate the development and management of live entertainment events. 54 lecture hours, 18 lab hours arranged.

Course Objectives

- Understand the dynamics of working with Theater professionals
- Understand the key elements to creating complex budgets
- Create a financial close-out document
- Understand the demands of Production Managing multiple shows/ events within a single season
- Create Project Status updates and demonstrate an understanding of clear communication
- Utilize software to track multiple projects and shows in a single season
- Create a Show overview presentation in Keynote/PowerPoint

Major Course Content

In the Advanced Production Management lecture class, Students will develop the skills that will be necessary to work as a Production Management professional.

Advanced Production Management will build on the core elements introduced in THEA 270: Leadership, Communication, Organization and Financial Management.

Students will work individually and on teams to manage the *Theater and Music Department* season of shows and events.

Students will increase their Production Management knowledge and further their skills through the management of real events.

In this course Students will learn:

1. Leadership
 - a. The leadership and problem solving skills necessary for effectively managing a team of Theater and Event professionals
 - b. The elements needed to guide a team through the process of creating and executing successful live entertainment
2. Communication
 - a. To successfully manage multiple events while keeping Production teams informed and up to date
 - b. The important elements for creating and delivering weekly Project Status updates
 - c. How to utilize Keynote/PowerPoint to communicate project information effectively to a group
3. Organization
 - a. How to utilize MS Office programs to plan, manage and track multiple events/shows in a single season
4. Financial Management
 - a. How to develop complex budgets for multiple projects
 - b. How to track multiple budgets simultaneously using MS Excel's template, "Project Cost Tracker"
 - c. How to successfully close-out a project and create an end-of-project presentation

Hours Arranged Content

Guided instruction in

1. pre-production duties
2. developing a project breakdown
3. venue walk through
4. developing a budget
5. running opening night
6. running a show
7. collaborating with the production team
8. assembling and organizing a project binder
9. understanding and analyzing a script
10. developing a master calendar
11. running and organizing production meetings
12. developing rehearsal schedules
13. developing company rules
14. developing and organizing a call board
15. script analysis
16. production calendar development
17. reading design drawings
18. working with producers
19. working with actors
20. show run responsibilities
21. practical application of software

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, Online Education Lecture, Online Education Lab