

THEA 276: ADVANCED 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 274.
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Standard Letter

Catalog Course Description

This course is designed for students to practice the skills acquired in Advanced Production Management to further equip students with the knowledge necessary to pursue a career in the live entertainment field. 36 lecture hours, 54 lab hours arranged.

Course Objectives

- Lead a team of live Entertainment professionals
- Manage multiple live events/shows within a single season
- Set up, run, and manage a season of production meetings with a team of theater professionals
- Develop and manage the budgets for multiple shows within a single season
- Utilize current software to manage a live entertainment show and event
- Track multiple events using the specified software and present regular project status updates to the Managing Producer and Artistic Director
- Deliver a live Entertainment show or event on schedule and on budget
- Close-out a live entertainment budget and present to the Managing Producer and Artistic Director

Major Course Content

In the Advanced Production Management Practicum course, Students will deepen their understanding of Production Management by practicing the skills acquired in the accompanying lecture course.

Students will work individually and in small groups on Theater Department live Entertainment offerings.

The season of Theater and Music Department shows will be managed by the Students in the Advanced Production Management Practicum course.

In this course, Students will practice and develop necessary skills in the following areas of Production Management.

The Student will:

1. Leadership
 - a. Manage a Production Team of Theatre professionals
 - b. Chair the Theatre Department production meetings
 - c. Manage several live shows and events simultaneously
 - d. Guide Production teams through the process of creating and executing successful live events
2. Communication
 - a. Provide weekly project status updates to the Theater Dept Leadership team (Managing Producer, Artistic Director, Technical Director)
 - b. Facilitate clear communication within the team and with the Theater Department
 - c. Create and deliver a project overview presentation with PowerPoint or Keynote
3. Organization
 - a. Utilize Microsoft Office software to plan, manage and track multiple real events/shows
 - b. Manage the show/event's Designers, provide oversight for timelines and facilitate and track the necessary approvals
4. Financial
 - a. Create and manage multiple Show/Event budgets simultaneously utilizing MS Excel's template, "Project Cost Tracker"
 - b. Create a Budget close-out and present to the Theatre Department leadership team
 - c. Prepare and present their Show/Event budgets to the Theatre Department Leadership team
 - d. Demonstrate an ability to justify budget decisions, take feedback and incorporate changes

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 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

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