

9-2013

## THTR 106A.01: Theatre Production I - Run Crew

Jason McDaniel

*University of Montana - Missoula*, [jason.mcdaniel@umontana.edu](mailto:jason.mcdaniel@umontana.edu)

Let us know how access to this document benefits you.

Follow this and additional works at: <https://scholarworks.umt.edu/syllabi>

---

### Recommended Citation

McDaniel, Jason, "THTR 106A.01: Theatre Production I - Run Crew" (2013). *Syllabi*. 437.  
<https://scholarworks.umt.edu/syllabi/437>

This Syllabus is brought to you for free and open access by the Course Syllabi at ScholarWorks at University of Montana. It has been accepted for inclusion in Syllabi by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact [scholarworks@mso.umt.edu](mailto:scholarworks@mso.umt.edu).

# Theatre Production I and II -Run Crew/Fall Semester

Course #: THTR 106A and THTR 206  
Time: Depends on assignment  
Instructor: Jason McDaniel  
PARTV Building Room 204  
406-243-2874  
Jason.mcdaniel@umontana.edu  
Office Hours: M & W 10:10am – 11:10am, T 11:00am-12:00pm

**MATERIALS:** Black clothes (shirts without logos), including shoes & socks, are required.

## COURSE DESCRIPTION:

Running crews members work backstage during the final rehearsals and for all performances of the School of Theatre & Dance.

**There are a limited number of assignments per show. Once the slots are filled, do not add your name! If you are unable to work any of the remaining shows- you will either have to drop the class, take an incomplete and work a show next year, or find someone that is willing to switch with you. If you switch assignments with someone, it is imperative that you notify me (Jason McDaniel) immediately.**

## COURSE OBJECTIVES:

This course, besides instructing you and giving you the experience on how to run a show backstage, is also designed to instill in you the discipline required for a theatre related job. **One of the tenets of theatre is that everyone must be on time.** Remember in theatre-If you are early, you are on time, if you are on time, you are late, and late is completely unacceptable. Because theatre is a collaborative art, everyone involved must be reliable and prepared to do his or her part in ensuring a successful evening of theatre. This includes actors, crew, stage managers, front of house staff and anyone else associated with the production. If any one person doesn't perform their responsibilities, the performance suffers greatly. We cannot stress how important the running crew people are to the success of the show. The simplest of tasks are important and can only be accomplished by the individuals trained for that task. The schedule of theatre does not allow for replacement with untrained personnel.

**Running Crew must be at all rehearsals and performances for which they are called. YOU CANNOT MISS A SINGLE PERFORMANCE OR REHEARSAL!**

## GRADING:

A grade will be given after comments and input from the stage manager, shop manager as well as the directors and designers that had contact with you during the production. **Missing a rehearsal or performance will result in an "F" grade.** It is too important and there are too many people counting on your work.

## **CONTACTS:**

The stage manager of the production you are working will contact you at least one week prior to the time you will be called with the specific times and dates of the production. The times on the lists today are *approximate*. All crewmembers are expected to see the final run through of the show before you go into technical rehearsals. This is so crewmembers gain a working knowledge of how the show is staged and will have at least one opportunity to see the show from the audience. The stage manager will have all the information as far as when and where and what. They will be your primary contact for the extent of the assignment.

If the stage manager has not contacted you prior to the listed starting dates, or if any of your contact information has changed since you signed up, please contact me, Jason McDaniel in person in the PAR/TV building, or by calling or e-mailing me.

## **CREW RESPONSIBILITIES:**

*Light Board Operator*- This person operates the light console and controls the lights on cues from the stage manager. He/she is responsible for running pre-show checks with the Master electrician to insure all instruments are working and the focuses are correct. He/she may also be responsible for running lights, house lights and work lights. This position requires at least one training session before the technical rehearsals.

*Sound Board Operator*- This person operates the mixing console and a variety of equipment, including the intercom system. Some theatrical productions sound requirements can be quite difficult and complicated, so that there may need to be additional hours of training and rehearsal. This person conducts pre show checks and operates all sound equipment during the show.

*Wardrobe crew*- These individuals maintain all the costumes, which means washing, drying, ironing and minor repairs as well as assisting the performers with hair, wigs, make-up and costume changes. They check in all costumes during rehearsals and performances and maintain the inventory during the run. The hours for the wardrobe differ slightly than the rest of the crew, as laundry responsibilities need to occur after the rehearsals and performances.

*Set/Props/Deck crew*-These individuals prepare the stage for performance each night by sweeping and mopping, setting up the props and scenery on and off stage. During the show they assist with scene shifts, including curtains, flying scenery, and gripping scenery, props and/or lighting on and off stage.

## PRODUCTIONS

***Avenue Q*** **2 credits** **Montana Theatre**

---

Dates needed (approximately) Sep 22nd—Oct 12th

Most evenings, possibly all day on weekends and through strike which is immediately following the final performance. There will be one photo call (usually Thursday night of the first week) sometime during the run where you might be needed to stay after the production and assist.

Positions needed- Light Board, Sound, Wardrobe (3), and Props (4), Followspots (2)

***Distracted*** **2 credits** **Masquer Theatre**

---

Dates needed (approximately) Oct 13th—Nov 2nd

Most evenings, possibly all day on weekends and through strike which is immediately following the final performance. There will be one photo call (usually Thursday night of the first week) sometime during the run where you might be needed to stay after the production and assist.

Positions needed- Light Board, Sound Board, Wardrobe (2), and Props (4)

***Angels in America*** **2 credits** **Montana Theatre**

---

Dates needed (approximately) Nov 10th—Dec 7th

Most evenings, possibly all day on weekends and through strike which is immediately following the final performance. There will be one photo call (usually Thursday night of the first week) sometime during the run where you might be needed to stay after the production and assist. Be aware that this run overlaps Veterans' Day, Thanksgiving and includes a possible Sunday matinee performance on Dec 1st.

Positions needed- Light Board, Sound Board, Wardrobe (4), and Props (4)

***Dance Up Close*** **1 credit** **Masquer Theatre**

---

Dates needed (approximately) Nov 24th—Dec 7th

Most evenings, possibly all day on weekends and through strike which is immediately following the final performance. There will be one photo call sometime during the run where you might be needed to stay after the production and assist. Be aware that these rehearsals overlaps Thanksgiving and includes a Saturday matinee performance.

Positions needed- Light Board, Sound Board, Wardrobe (2), and Props (4)

## University and School Policies

### **Class/School Policies**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at [http://life.umt.edu/vpsa/student\\_conduct.php](http://life.umt.edu/vpsa/student_conduct.php)

Due to safety considerations, at **no** point during a student's time spent in class or serving on a production (in any capacity) should non-enrolled persons be guests of that student **without my consent**. Presence of such unauthorized persons in a class, shop, or any backstage/off-stage area will negatively affect a student's grade.

There is an inherent risk involved in many Theatre and Dance classes as they are very physical in nature. Please proceed through class, shop time, or rehearsal with caution. Always be mindful of your personal safety and the safety of others. Students participating in class/shop/rehearsal/performance do so at their own risk. Students with disabilities or special needs should see the instructor.

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). "Reasonable" means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult <http://life.umt.edu/dss/>.

All Theatre & Dance students must have an in-depth knowledge of the practices and procedures outlined in the School of Theatre & Dance *Handbook*. The *Handbook* is available online at <http://www.umt.edu/theatredance/about/handbook>.