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Fall 9-1-2022

### THTR 370.01: Stage Mangement I

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## **Stage Management I (70029): U THTR 370 Section 01**

2 Credits, Fall Semester 2022, Tue/Thu. 1:00-1:50pm

Education 352

School of Theatre & Dance

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Instructor: Jason McDaniel Email: jason.mcdaniel@umontana.edu Phone: 406-243-2874

Office: PARTV 112

Office Hours: email to schedule an appointment.

### **Course Description**

Beginning study of the duties of the stage manager, concentrating on the production process in a non-professional theatre & dance situations.

### **Prerequisites**

THTR 102A, 202, 203

### **Course Learning Objectives**

- To introduce the student to the fundamental skills required of a theatre/dance stage manager from pre-planning through the end of the final performance, emphasizing current standards, practices, and technologies.
- How to (including but not limited to): analyze scripts, assess production needs, create paperwork, make decisions, run meetings, rehearsals, and performances, and successfully communicate with people.
- At the end of this course, students should feel confident in their skills of working in teams, disseminating information, time management, communication, supervising teams, and using critical thinking to adapt to various production scenarios.

### **Course Skills Outcomes**

After completing this class, the student should be able to demonstrate the following skills

- Problem Solving
- Teamwork
- Communication
- Digital Fluency

### **Attendance and Promptness**

Class meets twice a week for 50 minutes, so your active attendance is required for the duration of every class. Active attendance is defined by being present and engaged, note taking, participating in discussions, and asking questions. One private warning will be given regarding a lack of active attendance. Discussion & Participation is directly linked to Attendance, be aware that missing or being late will impact your grade. If you foresee yourself having difficulty with this policy, **see me now**, not later—before, not after. Please, just be here.

### **Class Format**

This class will be a combination of lectures, discussions, in class group work, hands-on exercises, quizzes, homework, and a final project. You will need the ability to participate with a computer in the room. Every class session will require outside prep work.

### **Required Text & Materials**

- *The Stage Manager's Tool Kit* 3<sup>rd</sup> edition: by Laurie Kinckman, 2013/2017. (ISBN 978-0415663199)
- Laptop Computer with internet/web browser, and Microsoft Excel.
- Scripts, other necessary web services, and media materials: available online at [umtheatredance.vcallboard.com](http://umtheatredance.vcallboard.com) and in the Moodle shell.

### **Suggested Reading**

- *The Back Stage Guide to Stage Management* by Thomas A. Kelly
- *Stage Management* by Lawrence Stern

## Grading Policy

Discussions & Participation – 50%

Homework – 25%

Final Project – 20%

Final Activity – 5%

## Special Notes

The homework and projects will require you to complete some assignments in Excel, Microsoft's spreadsheet software. If you are not yet comfortable with Excel, don't worry! We will be covering the basics, including page setup and formatting, during a class meeting.

Homework that needs to be uploaded, must be submitted by 8am of the next scheduled class day. Grades for late assignments will automatically be reduced by 50%.

## Show Attendance

You are required to see all of the School of Theatre & Dance's mainstage productions this semester: **Please attend these productions during their first weeks of performance.** Not being able to take part in the discussion will have a significant impact on your grade. Other productions you might want to see are Theatre & Dance non-mainstage, Montana Rep, other entities in the community, as well as the Stage on Screen series at the Roxy Theatre.

## D&T Talkbacks and P&P Responses (Reminder)

As per School of Theatre & Dance policy, BFA/MFA theatre majors are required to attend the sessions in their area of emphasis following each of the available mainstage shows. Attendance will be taken. (Both of these feedback sessions are open to all T&D students; your attendance is always encouraged.)

## Final Project

Compile a Stage Manager's Production Book, utilizing the skills and document templates from this class. A full set of guidelines will be issued **Tue, Oct 11<sup>th</sup>**. (There will be group and individual reviews of each of these elements throughout the semester; it is expected that you will revise your documents along the way.) The final project book, with revisions is due **Tue, Dec 6<sup>th</sup>**.

## Final

The final meeting is **Mon, Dec 12<sup>th</sup>** 3:20pm-5:20pm. We will have a discussion and activity to evaluate the students' abilities to use the skills from the class. **There is not a written Exam.** Participation in this is required.

## Stage Management Assignments

- *BFA Design & Technology* and *BA Education Endorsement Preparation Majors* (others as determined) are required to serve as SM or ASM for a production/practicum to be assigned by the Design & Technology Program. With this assignment, the student should sign up for
  - THTR 371: Stage Management Practicum I Theatre. The credit hours are as follows: SM theatre season production (3 cr.); ASM theatre season production or SM Montana Rep or theatre studio production (2 cr.).
  - DANCE 378: Stage Management Practicum I Dance. SM or ASM Dance in Concert or Dance Up Close.(1 cr.).
- Any other students interested in gaining more practical experience should contact the instructor to request an assignment; production assignments are based on available slots and a student's aptitude.

## University and School Policies

### Wellness Statement

The School of Theatre and Dance recognizes that Art can provoke; therefore, during the course of a class or rehearsal, participants are empowered to remove themselves from activities should they feel a threat to their well-being. Please communicate with your instructor and/or stage manager as soon as you can, prior to or after leaving. Personal issues such as health, wellness and other issues can interfere with a student's ability to succeed and thrive in the university setting. Please stay in communication with your faculty advisor and know that we are here to help. You can call in anytime to our office hours (posted on office doors) or email us to set up an appointment.

- For helpful resources, please contact the Curry Health Center Counseling department at 406-243-4711 or schedule an online appointment through the health portal: [www.umt.edu/hportal](http://www.umt.edu/hportal).
- For a crisis or for after-hours care, you can contact the emergency rooms at St. Patrick Hospital or Community Medical Center; the National Suicide Lifeline: 1-800-273-8255; or the Crisis Text line: text MT to 741-741. For University of Montana financial aid: phone: (406) 243-5373 or email [faid@mso.umt.edu](mailto:faid@mso.umt.edu)

### University/School/Class Policies

#### **Academic Misconduct and the Student Conduct Code**

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 [www.umt.edu/student-affairs/community-standards/default.php](http://www.umt.edu/student-affairs/community-standards/default.php).

All Theatre & Dance students must have an in-depth knowledge of the practices and procedures outlined in the School of Theatre & Dance Student Handbook. The Handbook is available online at <https://www.umt.edu/theatre-dance/handbook.php>.

There is inherent risk involved in many Theatre & 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.

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.

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and the Office for Disability Equality (ODE). If you think you may have a disability affecting your academic performance, and you have not already registered with ODE, please visit them in Aber Hall. I will work with you and ODE to provide an appropriate modification.

#### **From UM President Seth Bodnar:**

The wide availability of safe, effective vaccines to combat COVID-19 means that we are able to continue full in-person learning again this semester. The Office of the President urges every member of the UM Family to get vaccinated (and receive a booster shot) if you haven't done so already. Vaccination provides the best means of protecting yourself – and others in our UM Family – from the risk of COVID-19.

Please visit <https://www.umt.edu/curry-health-center/corona-virus.php> for the latest health/safety information, as well as campus communications and plans about the global health pandemic.