

9-2014

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

Jason McDaniel

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## Theatre Production I and II -Run Crew / Fall 2014 Semester

Course #: THTR 106A and THTR 206  
Credit: 1Cr.  
Time: Depends on assignment  
Instructor: Jason McDaniel  
PARTV Building Room 204  
406-243-2874  
Jason.mcdaniel@umontana.edu  
Office Hours: TR 10:00-11:00am

**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 single rehearsal or performance will result in an "F" grade.** It is too important and there are too many people counting on your work.

## CONTACTS:

This class utilizes The University of Montana's Moodle system for official notifications from the instructor.

You will report directly to the Production's Stage Manager; he/she will contact you at least one week prior to the time you will be called with the specific times and dates of the production. In addition to emails, phone calls, and face-to-face conversations, production information will be available to you via Theatre & Dance's Physical and Virtual callboards. The times distributed today are *approximate* yet attempt to provide you with the *possible* schedule. **All** crew members are expected to see the final run-thru of the theatre shows before technical rehearsals. This is required so crew members gain a working knowledge of how the show is staged and will have at least one opportunity to see the show from the audience.

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 **in person, by calling or emailing 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.

*Video Operator*- This person operates the Video Computer and a variety of equipment, including the intercom system. Some theatrical productions video 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 video 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.

## 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://www.umt.edu/vpsa/policies/student\\_conduct.php](http://www.umt.edu/vpsa/policies/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/umarts/theatredance/About/handbook.php>

## PRODUCTIONS

### ***Cyrano de Bergerac***

**Montana Theatre**

Dates needed (approximately) Sep 26, 28—Oct 11

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

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

### ***Dance Up Close 14***

**Masquer Theatre**

Dates needed (approximately) Oct 27—Nov 8

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

Positions needed- Light Board, Sound Board, Video Operator, Wardrobe (3), and Props (4)

### ***... A Christmas Carol***

**Montana Theatre**

Dates needed (approximately) Nov 14, 17—Dec 6

Most evenings, possibly all day on weekends and through strike which is immediately following the final performance. There will be one photo call (usually Tuesday night of the second week) sometime during the run where you might be needed to stay after the production and assist. Be aware that THIS PRODUCTION WILL HAVE A PERFORMANCE THE TUESDAY BEFORE THANKSGIVING BREAK, AS WELL AS A REHEARSAL THE SATURDAY MORNING AFTER THANKSGIVING. Nov, Tuesday 25th and that you will need to be back for a brush-up rehearsal Saturday 29th at 11am. This show also has 2 performances on Sunday 30th. (See attached Schedule.)

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

### ***Broomstick* (Only available if all other productions are filled)**

**Masquer Theatre**

Dates needed (approximately) Sep 07—21

Most evenings, possibly all day on weekends and through strike which is immediately following the final performance There will be one photo call (usually Tuesday night of the second week) sometime during the run where you might be needed to stay after the production and assist. Be aware that there is also an afternoon show on the 10th of May. (See attached Schedule.)

Positions needed- Light Board, Sound Board, and Props/Wardrobe

<b>Broomstick (Bs)</b>						
<b>September 2014</b>						
Sun 07	Mon 08	Tue 09	Wed 10	Thu 11	Fri 12	Sat 13
	Cue to Cue	Tech Rehearsal/ Dress Rehearsal	Tech Rehearsal/ Dress Rehearsal	Opening Performance 7:30P - MQT	Performance 7:30P - MQT w/Talkback	Performances 2P & 7:30P - MQT
ALL Attend Run Through 7-10p Masquer Theatre	All 6p-11p Masquer Theatre	All 6p-11p Masquer Theatre	All 6p-11p Masquer Theatre	All 6p-10p Masquer Theatre  MMAC Lecture 7P - Gallery	All 6p-10p Masquer Theatre	All 6p-10p Masquer Theatre  Home Football - 7:00P
Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20
Performance 6:30P - MQT		Performance 7:30P - MQT w/Photo Call	Performance 7:30P - MQT	Performance 7:30P - MQT	Performance 7:30P - MQT	Performances 2P & 7:30P - MQT
ALL Attend Run Through 4-9p Masquer Theatre		All 6p-11p* Masquer Theatre  *Wardrobe may need to stay until 12a	All 6p-10p Masquer Theatre	All 6p-10p Masquer Theatre	All 6p-10p Masquer Theatre	All 12:30p-4:50 6:30p-10p Masquer Theatre
Sun 21	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27
<b>Broomstick (MQT)</b>						
Performance 6:30p - MQT w/Strike						
ALL Attend Run Through 4-11p Masquer Theatre						
Adams Center Event			Adams Center Event Concert	MMAC Lecture 6P - MQT 5:45P - Lobby		Homecoming Home Football - 1:30P

# Cyrano de Bergerac (CdB)

## September 2014

Sun 28	Mon 29	Tue 30				
<b>Cyrano de Bergerac (CdB)</b>						
Run Through	Dress Parade	Cue to Cue				
ALL Attend Run Through 5-10p Masquer Theatre This run-thru may be on Friday or Saturday before.	Wardrobe ONLY 5:30p-10p PARTV 040	All EXCEPT Wardrobe 6p-11p Montana Theatre  Adams Center Event Concert				

## October 2014

			Wed 01	Thu 02	Fri 03	Sat 04
			Cue to Cue	Cue to Cue	Tech Rehearsal	Tech Rehearsal/ Dress Rehearsal
			All EXCEPT Wardrobe 6p-11p Montana Theatre	All EXCEPT Wardrobe 6p-11p Montana Theatre  Debate [TED] 5-6 PM - MQT	All EXCEPT Wardrobe 5:30p-12a Montana Theatre	All EXCEPT Wardrobe 10a-3p Montana Theatre  Wardrobe 5:00p-12a PARTV 040  All EXCEPT Wardrobe 5:30p-12a Montana Theatre  Adams Center Event

Sun 05	Mon 06	Tue 07	Wed 08	Thu 09	Fri 10	Sat 11
Dress Rehearsal	Dress Rehearsal	Opening Performance 7:30P - MT	Performance 7:30P - MT	Performance 7:30P - MT	Performance 7:30P - MT w/1a Mask	Performance 7:30P - MT
All EXCEPT Wardrobe [100] 10a-2p Montana Theatre  ALL 5:30p-11p Montana Theatre / PARTV 040  Adams Center Event	ALL 5:30p-11p Montana Theatre / PARTV 040	ALL 5:30p-11p Montana Theatre / PARTV 040	ALL 5:30p-11p Montana Theatre / PARTV 040	ALL 5:30p-11p Montana Theatre / PARTV 040	ALL 5:30p-11p Montana Theatre / PARTV 040	ALL 5:30p-11p Montana Theatre / PARTV 040  Adams Center Event Concert

Sun 12	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18
		Performance 7:30P - MT w/Photo Call	Performance 7:30P - MT	Performance 7:30P - MT	Performance 7:30P - MT	Performance 7:30P - MT w/mask
		All 5:30p-11p* Montana Theatre / PARTV 040  *Wardrobe may need to stay until 12a	ALL 5:30p-11p Montana Theatre / PARTV 040	ALL 5:30p-11p Montana Theatre / PARTV 040  MMAC Lecture 8P - MQT 5:45P Lobby	ALL 5:30p-11p Montana Theatre / PARTV 040	ALL 5:30p-12a Montana Theatre / PARTV 040  Home Football - 12:00P

## Dance Up Close (DUC14)

### October 2014

Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	
	View Undesigned Looks	Tech Rehearsals	Tech Rehearsals	Tech Rehearsals	Tech Rehearsals	
	ALL 5:30p-11p Masquer Theatre	ALL 5:30p-11p Masquer Theatre	ALL 5:30p-11p Masquer Theatre	ALL 5:30p-11p Masquer Theatre	ALL 5:30p-11p Masquer Theatre	Halloween

### November 2014

						Sat 01
						Tech/Dress Rehearsals
						ALL 9a-12a PARTY 005
						Home Football - 12:00P

Sun 02	Mon 03	Tue 04	Wed 05	Thu 09	Fri 07	Sat 08
Dress Rehearsals	Dress Rehearsals	Opening Performance P. I 7:30P - MQT	Opening Performance P. II 7:30P - MQT	Performance P. I 7:30P - MQT w/Photo Call (TBD)	Performance P. II 7:30P - MQT w/Photo Call (TBD)	Performances P. II 2P & P. I 7:30P - MQT w/Strike
ALL 5:30p-11p Masquer Theatre / PARTY 040	ALL 5:30p-11p Masquer Theatre / PARTY 040	ALL 5:30p-11p Masquer Theatre / PARTY 040	ALL 5:30p-11p Masquer Theatre / PARTY 040	ALL 5:30p-11p Masquer Theatre / PARTY 040	ALL 5:30p-11p Masquer Theatre / PARTY 040	ALL 11:30p-4:30p Masquer Theatre / PARTY 040  ALL 5:30p-12a Masquer Theatre / PARTY 040
Daylight Savings Time Ends		Home W. B-ball - (Time TBD)  Election Day (No Classes)			Home W. B-ball - (Time TBD)	Home M. B-ball - (TBD)



## Charles Dickens' A Christmas Carol (CC)

### November 2014

Sun 09	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15
	Home M. B-ball - (TBD)	Home M. B-ball - (TBD) Veteran's Day Holiday (No Classes)		MMC Reception 5:00P - Lobby	Run Through ALL Attend Run Through 6-10p Montana Theatre	
Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22
Adams Center (Event)	Dress Parade  Wardrobe Only 5:30p-10p PARTY 040  Home W. B-ball - (Risk TBD)	Cue to Cue  ALL EXCEPT Wardrobe 6p-11p Montana Theatre  Denison Theatre Concert	Cue to Cue  All EXCEPT Wardrobe 6p-11p Montana Theatre	Cue to Cue  All EXCEPT Wardrobe 6p-11p Montana Theatre	Tech Rehearsal  All EXCEPT Wardrobe 5:30p-12a Montana Theatre  Adams Center (Event)	Tech Rehearsal/ Dress Rehearsal  All EXCEPT Wardrobe 10a-3p Montana Theatre  Wardrobe Only 5:00p-12a PARTY 040  All EXCEPT Wardrobe 5:30p-12a Montana Theatre  Gons/Cal Home Football - 3:00P  Home M. B-ball - (TBD)
Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29
Dress Rehearsal  ALL EXCEPT Wardrobe (TBD) 10a-2p Montana Theatre  ALL 5:30p-11p Montana Theatre / PARTY 040  Adams Center (Event)	Dress Rehearsal  ALL 6p-11p Montana Theatre / PARTY 040	Opening Performance 7:30P - MT  ALL 8p-11p Montana Theatre / PARTY 040	   Home M. B-ball - (TBD) Travel Day (No Classes)	   Thanksgiving Day Holiday (No Classes)	   Thanksgiving Break (No Classes)	Performance 7:30P - MT  ALL Morning BRUSH-UP REHEARSAL TIME TBD  ALL 8p-11p Montana Theatre / PARTY 040
Sun 30	Mon 01	Tue 02	Wed 03	Thu 04	Fri 05	Sat 06
Performances 2P & 5:30P - MT  All 12:30p-10p Montana Theatre		Performance 7:30P - MT All/No Cal	Performance 7:30P - MT  ALL 8p-11p Montana Theatre / PARTY 040	Performance 7:30P - MT  ALL 8p-11p Montana Theatre / PARTY 040  Home W. B-ball - (Time TBD)	Performance 7:30P - MT All/No Cal	Performances 2P & 7:30P - MT All/No Cal  All 12:30p-4:30 6:30p-12a Montana Theatre / PARTY 040  All Classes End

### December 2014

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Dates are subject to change.