

9-2014

THTR 370.01: Stage Management I

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Recommended Citation

McDaniel, Jason, "THTR 370.01: Stage Management I" (2014). *Syllabi*. 1883.
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Stage Management I (70051): U THTR 370 (DRAM 371) Section 01
2 Credits, Fall Semester 2014, Mon./Wed. 9:10-10:00am
LA202 & various locations (dependent on schedule)
School of Theatre & Dance

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Teaching Assistant:	Dan Norton	Email: daniel.norton@umontana.edu	
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Office Hours:	TR 10:00-11:00am		

Course Description

Beginning study of the duties of the stage manager, concentrating on the rehearsal process in a non-professional theatre situation.

Prerequisites

THTR 102A, 202, 203 (DRAM 103A, 202, 203)

Course Objectives

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

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, participating in discussions, and asking questions. One private warning will be given regarding a lack of active attendance. More than **two** missed classes will lower your final grade by a full letter. Two tardies or two early departures equal **one** absence. 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, interaction with guest practitioners, hands-on exercises, quizzes, projects, and a final. Every class session will require outside prep work.

Required Text & Materials

The Stage Manager's Tool Kit by Laurie Kincman, 2013. (ISBN 978-0415663199)

Suggested Reading

The Back Stage Guide to Stage Management by Thomas A. Kelly

Stage Management by Lawrence Stern

The Art and Craft of Stage Management by Doris Schneider

Grading Policy

Discussions & Participation – 30%

Quizzes & Homework – 20%

Final Project – 20%

Outside-Class Activities – 20%

Final – 10%

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, in one of the campus computer labs during a class meeting.

Show Attendance

You are required to see all of the School of Theatre & Dance's mainstage productions this semester: *Cyrano de Bergerac*, *Dance Up Close*, and *Charles Dickens' A Christmas Carol*. **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 shows you might want to see are produced by Montana Rep as well as other entities in the community.

Practical Assignment—Meeting & Rehearsal Attendance

We are using ... *Christmas Carol* as the practical example for this class. You are required to attend the following: one Production Meeting (Fridays 8:50am-9:35am), one 1H segment of a Blocking Rehearsal, and one 1H segment of a Technical Rehearsal. There will be a practical exercise to correspond with each of the events. The sign-up schedules and guidelines for these will be issued **Sep 10th**.

D/T Talkbacks and A/D 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 mainstage shows. The D/T-T is the Monday of the second week of performances. The A/D-R is the Monday after the show's closing. 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 for ... *Christmas Carol*, utilizing the skills and document templates from this class. A full set of guidelines will be issued **Sep 10th**. The project will be due **Dec 3rd**. (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.)

Final

The final will be a test of the skills taught in this class. It will be a combination of practical exercises and short-answer questions.

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. 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.); SM dance production (1 cr.). The course syllabus for THTR 371 will outline the responsibilities and expectations of such a Practicum.

-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.

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

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>

Tentative Schedule

DATE/SPACE	Class Meeting Topics – Homework (“HW”)
Aug 25 th / LA202	Introductions, review syllabus, and discuss: types of “theatrical” performing arts, the phases, hierarchy, and SM traits/duties HW: <ul style="list-style-type: none"> • Read pp. xii-xvi and 1-10.
Aug 27 th / LA202	Individual departments and communication HW: <ul style="list-style-type: none"> • Read pp. 11-26. • Collect at least two examples of theatrical documents/forms; one that you like as-is and one that could use some help. Upload to Moodle or bring a print copy to class; be prepared to discuss them.
Sep 1 st	LABOR DAY; NO CLASS
Sep 3 rd / Computer Lab TBD	Principles of document design; review document/form examples and work with Excel HW: <ul style="list-style-type: none"> • Read <i>Charles Dickens’ A Christmas Carol (CC)</i> script. • Read pp. 27-35 thru “...Calendar Programs.” • Collect one theatrical calendar; it can be one that you like or one you think could use some help. Upload it to Moodle or bring a print copy to class; be prepared to discuss them. <i>THIS SHOULD <u>NOT</u> BE THE T&D PRODUCTION CALENDAR.</i>
Sep 8 th / LA202	Scheduling; review examples and an intro to VirtualCallboard HW: <ul style="list-style-type: none"> • Read pp. 35-49 thru “Distribution.” • Be prepared to work on the Character/Scene Breakdown in the next class.
Sep 10 th / LA202	Analyzing the production; review and work with your Production Analysis and the Character/Scene Breakdowns HW: <ul style="list-style-type: none"> • Add two new sheets to your (CC) workbook: <ol style="list-style-type: none"> 1. Production Analysis and the Character/Scene Breakdown; fill out your analysis. Print and bring to class.
Sep 15 th / LA202	Review of Analysis, Working Group HW: <ul style="list-style-type: none"> • Revise and upload your Production Analysis and the Character/Scene Breakdowns to Moodle. • Read pp. 49-51. • Be prepared to discuss with our guest the Director’s relationship with the SM—the first meetings. Upload three relevant questions to Moodle (by 8a 9/16).
Sep 17 th / LA202	Special Guest: Greg Johnson, T&D A/D Faculty and Director and Artistic Director, Montana Rep HW: <ul style="list-style-type: none"> • Read pp. 52-55. • Add one new sheet to your (CC) workbook: <ol style="list-style-type: none"> 1. Prop List; <i>use your Production Analysis to fill it in.</i> Print and bring to class.

Sep 22 nd / LA202	Props; lists and tracking HW: <ul style="list-style-type: none"> • Read pp. 56-60. • Add two new sheets to your (CC) workbook: <ol style="list-style-type: none"> 1. Audition Checklist; <i>Answer the Checklist questions as completely as possible.</i> Print and bring to class. 2. Audition Form; <i>Use the book's examples as a reference but make it specific to this show and School.</i> Print and bring to class.
Sep 24 th / LA202	Auditions, callbacks, conflicts, review your Checklists HW: TBD
Sep 29 th / LA202	SM Kit HW: <ul style="list-style-type: none"> • Add one new sheet to your (CC) workbook: <ol style="list-style-type: none"> 1. "Your" Stage Manager Kit Checklist. • Read pp. 65-81.
Oct 1 st / LA202	The Prompt Book, Review and Discuss various examples HW: <ul style="list-style-type: none"> • Read pp. 83-100. • Be prepared to take blocking notes at the next class; Prompt Script pages will be provided.
Oct 6 th / SG124	Blocking notation HW: <ul style="list-style-type: none"> • Create your own blocking key for your Prompt Book. • Read the Scale Ruler handout, complete exercises, and bring it to class. • Be prepared to tape out the floor next class.
Oct 8 th / SG124	Preparing the Rehearsal Room and taping the floor HW: <ul style="list-style-type: none"> • Add two new sheets to your (CC) workbook: <ol style="list-style-type: none"> 1. First Rehearsal Checklist. 2. First Rehearsal Agenda. • Read pp. 101-113 thru "Meeting Minutes." <p><i>Students can start attending Rehearsals Oct 13th -Nov 7th and can start attending Production Meetings Oct 17th-Nov 14th (make sure you signed up first).</i></p>
Oct 13 th / LA202	Rehearsal: Schedule and Reporting HW: <ul style="list-style-type: none"> • Complete the Reporting exercise; upload to Moodle. • Be prepared to discuss with our guest the Director's relationship with the SM—blocking and rehearsal styles. Upload three relevant questions to Moodle (by 8a 10/10).
Oct 15 th / LA202	Special Guest: Cohen Ambrose, MFA Director— ... <i>Christmas Carol</i> HW: <ul style="list-style-type: none"> • Add one new sheet to your (CC) workbook: <ol style="list-style-type: none"> 1. Weekly Rehearsal Schedule-<i>Use the "director's" notes provided.</i> • Read pp. 113-118.

Oct 20 th / LA202	Rehearsal: Line notes; adding & tracking the elements HW: <ul style="list-style-type: none"> Be prepared to discuss with our guest the Costume Designer's and Shop's relationship with the SM—notes, fittings, and interactions with the actor. Upload three relevant questions to Moodle (by 8a 10/21).
Oct 22 nd / LA202	Special Guest: Alessia Carpoca, T&D D/T Faculty and Costume/Scenic Designer HW: <ul style="list-style-type: none"> Complete the Fitting Exercise, upload to Moodle.
Oct 27 th / PARTV190	Special Guest: Missoula County Fire Marshal; Fire Extinguisher Training HW: <ul style="list-style-type: none"> Work on revising your previous paperwork. Be prepared to discuss with our guest the Producer/Choreographer's relationship with the SM. Upload three relevant questions to Moodle (by 8a 10/28).
Oct 29 th / MQT	Special Guest: TBD, T&D DAN Faculty and Choreographer/Dancer/Producer. Space Tour MQT Theatre HW: <ul style="list-style-type: none"> Read pp. 119-140 thru "Format Considerations."
Nov 3 rd / LA202	Preparing for Tech: Props and presets, paper verses reality HW: <ul style="list-style-type: none"> Read pp. 140-149. <i>Students can start attending Technical Rehearsal Nov 19th-22nd (make sure you signed up first).</i>
Nov 5 th / LA202	Preparing for Tech, cue notation, Paper Tech and calling HW: <ul style="list-style-type: none"> Create your own Cue Calling key for your Prompt Book. Be prepared to discuss with our guest the Lighting Designer's relationship with the SM—how he approaches the design and recording information in rehearsals, as well as Paper Tech. Upload three relevant questions to Moodle (by 8a 11/7).
Nov 10 th / LA202	Special Guest: Mark Dean, T&D D/T Faculty and Lighting Designer HW: <ul style="list-style-type: none"> Be Prepared for the mock Paper Tech.
Nov 12 th / LA202	Paper Tech Practical
Nov 17 th / MT	... <i>Christmas Carol</i> from FOH HW: <ul style="list-style-type: none"> Work on revising your previous paperwork.
Nov 19 th / MT	... <i>Christmas Carol</i> from Backstage HW: <ul style="list-style-type: none"> Read pp. 151-164.
Nov 24 th / MT	Look at performance HW: <ul style="list-style-type: none"> Read pp. 165-172 thru "Changing Crew." Add one new sheet to your (CC) workbook: <ol style="list-style-type: none"> Create a Performance Report Template.
Nov 26 th	THANKSGIVING TRAVEL DAY; NO CLASS

Dec 1 st / LA202	Maintaining the Show HW: <ul style="list-style-type: none"> • Read pp. 173-180. <i>Finalize Project to be turned in on Dec 3rd</i>
Dec 3 rd / LA202	Moving or Ending the Show <i>Final Project DUE</i>
Dec 10 th /LA202	FINAL: Wednesday, December 10th, 2014: 8:00-10:00am— <u>IT DOES NOT START AT 8:10AM or 9:10AM. IT STARTS AT 8AM!</u>

Order of events subject to change.