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### THTR 206.01: Theatre Production II - Run Crew

Jason McDaniel

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## Theatre Production I and II -Run Crew/Spring 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: W 10:10am – 11:10am, T 10:10am – 11:10am

**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:

This class utilizes The University of Montana's Moodle system for official notifications from the instructor. **All students must login to Moodle and complete the Run Crew Survey by Wednesday February 5.**

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://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>.

### **PRODUCTIONS**

**Book of Days****Masquer Theatre**

Dates needed (approximately) Feb 23rd—Mar 15

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. (See attached Schedule.)

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

**Dance in Concert****Montana Theatre**

Dates needed (approximately) Mar 10th—Mar 22nd

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. (See attached Schedule.)

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

**A Midsummer Night's Dream****Montana Theatre**

Dates needed (approximately) Apr 18th—May 10th

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 there is a School show on the 2<sup>nd</sup> of May, during the day. We will provide a letter for your instructors, stating that this is an official University event that you are involved with. (See attached Schedule.)

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

**Dance New Works****Open Space (005)**

Dates needed (approximately) Apr 28th—May 10th

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 there is also an afternoon show on the 10th of May. (See attached Schedule.)

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

**Book of Days**

<b>February</b>						
Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	
Run Through	Dress Parade	Possible Cue to Cue	Cue to Cue	Cue to Cue	Tech Rehearsal	
<b>ALL</b> Attend Run Through 5-10p Masquer Theatre	<b>Wardrobe ONLY</b> 5:30p-10p PARTV 040	<b>ALL EXCEPT</b> Wardrobe 6p-11p Masquer Theatre	<b>ALL EXCEPT</b> Wardrobe 6p-11p Masquer Theatre	<b>ALL EXCEPT</b> Wardrobe 6p-11p Masquer Theatre	<b>ALL EXCEPT</b> Wardrobe 5:30p-12a Masquer Theatre	
<b>March</b>						
						Sat 01
						Tech Rehearsal/ Dress Rehearsal
						<b>ALL EXCEPT</b> Wardrobe 10a-3p Masquer Theatre
						<b>Wardrobe</b> 5:00p-12a PARTV 040
						<b>ALL EXCEPT</b> Wardrobe 5:30p-12a Masquer Theatre
Sun 02	Mon 03	Tue 04	Wed 05	Thu 06	Fri 07	Sat 08
Dress Rehearsal	Dress Rehearsal	Opening Performance 7:30P - MQT	Performance 7:30P - MQT	Performance 7:30P - MQT (Photo Call)	Performance 7:30P - MQT (Talkback)	Performance 7:30P - MQT
ALL EXCEPT Wardrobe (TBD) 10a-2p Masquer Theatre						
<b>ALL</b> 5:30p-11p Masquer Theatre / PARTV 040	<b>ALL</b> 5:30p-11p Masquer Theatre / PARTV 040	<b>ALL</b> 5:30p-11p Masquer Theatre / PARTV 040	<b>ALL</b> 5:30p-11p Masquer Theatre / PARTV 040	<b>ALL</b> 5:30p-11p* Masquer Theatre / PARTV 040  *Wardrobe may need to stay until 12a	<b>ALL</b> 5:30p-11p Masquer Theatre / PARTV 040	<b>ALL</b> 5:30p-11p Masquer Theatre / PARTV 040
Sun 09	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15
		Performance 7:30P - MQT	Performance 7:30P - MQT	Performance 7:30P - MQT	Performance 7:30P - MQT	Performance 2P - MQT w/Strike
		<b>ALL</b> 5:30p-11p Masquer Theatre / PARTV 040	<b>ALL</b> 5:30p-11p Masquer Theatre / PARTV 040	<b>ALL</b> 5:30p-11p Masquer Theatre / PARTV 040	<b>ALL</b> 5:30p-11p Masquer Theatre / PARTV 040	<b>ALL</b> 12:30p-6:30p Masquer Theatre / PARTV 040
Daylight Savings Time Begins						

**Dance in Concert 14**

<b>March</b>						
Sun 09	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15
Daylight Savings Time Begins	Dress Parade	Tech Rehearsal	Tech Rehearsal	Tech Rehearsal	Tech Rehearsal	Tech Rehearsal (Day Only)
	<b>Wardrobe Only</b> 5:30p-10p PARTV 040	<b>ALL EXCEPT</b> Wardrobe 5:30p-11p Montana Theatre	<b>ALL EXCEPT</b> Wardrobe 5:30p-11p Montana Theatre	<b>ALL EXCEPT</b> Wardrobe 5:30p-11p Montana Theatre	<b>ALL EXCEPT</b> Wardrobe 5:30p-12a Montana Theatre	<b>ALL EXCEPT</b> Wardrobe 9:30a-7p Montana Theatre
Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22
Dress Rehearsal	Dress Rehearsal	Dress Rehearsal	<b>Opening Performance</b> 7:30P - MT	Performance 7:30P - MT	Performance 7:30P - MT	Performance 7:30P - MT
<b>ALL</b> 9a-11p Montana Theatre / PARTV 040	<b>ALL</b> 5:30p-11p Montana Theatre / PARTV 040  St. Patrick's Day	<b>ALL</b> 5:30p-11p Montana Theatre / PARTV 040	<b>ALL</b> 5:30p-11p Montana Theatre / PARTV 040	<b>ALL</b> 5:30p-11p* Montana Theatre / PARTV 040  *Wardrobe may need to stay until 12a	<b>ALL</b> 5:30p-11p Montana Theatre / PARTV 040	<b>ALL</b> 5:30p-11p Montana Theatre / PARTV 040  <i>Spring Break next week!</i>

## A Midsummer Night's Dream

April						
					Fri 18	Sat 19
					Run Through	
					ALL Attend Run Through 5-10p Masquer Theatre	
Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26
Easter	Dress Parade	Cue to Cue	Cue to Cue	Cue to Cue	Tech Rehearsal	Tech Rehearsal/ Dress Rehearsal
	Wardrobe Only 5:30p-10p PARTV 040	ALL EXCEPT Wardrobe 6p-11p Montana Theatre	ALL EXCEPT Wardrobe 6p-11p Montana Theatre	ALL EXCEPT Wardrobe 6p-11p Montana Theatre	ALL EXCEPT Wardrobe 5:30p-12a Montana Theatre	ALL EXCEPT Wardrobe 10a-3p Montana Theatre  Wardrobe Only 5:00p-12a PARTV 040  ALL EXCEPT Wardrobe 5:30p-12a Montana Theatre
Sun 27	Mon 28	Tue 29	Wed 30			
Dress Rehearsal	Dress Rehearsal	Opening Performance 7:30P - MT	Performance 7:30P - MT			
ALL EXCEPT Wardrobe (TBD) 10a-2p Masquer Theatre  ALL 5:30p-11p Montana Theatre / PARTV 040	ALL 6p-11p Montana Theatre / PARTV 040	ALL 6p-11p Montana Theatre / PARTV 040	ALL 6p-11p Montana Theatre / PARTV 040			
May						
				Thu 01	Fri 02	Sat 03
				Performance 7:30P - MT (Photo Call)	Performance 11:30A [TBD] 7:30P - MT (Talkback)	Performance 7:30P - MT
				ALL 6p-11p Montana Theatre / PARTV 040  *Wardrobe may need to stay until 12a	ALL 9:30a-2:30p Montana Theatre / PARTV 040  ALL 6p-11p Montana Theatre / PARTV 040	ALL 6p-11p Montana Theatre / PARTV 040
Sun 04	Mon 05	Tue 06	Wed 07	Thu 08	Fri 09	Sat 10
		Performance 7:30P - MT	Performance 7:30P - MT	Performance 7:30P - MT	Performance 7:30P - MT	Performance 7:30P - MT w/Strike
		ALL 6p-11p Montana Theatre / PARTV 040	ALL 6p-11p Montana Theatre / PARTV 040	ALL 6p-11p Montana Theatre / PARTV 040	ALL 6p-11p Montana Theatre / PARTV 040  Last Day of Class	ALL 6p-12a Montana Theatre / PARTV 040



## Dance New Works

April						
Sun 27	Mon 28	Tue 29	Wed 30			
	Tech Rehearsal	Tech Rehearsal	Tech Rehearsal			
	ALL 5:30p-11p PARTV 005	ALL 5:30p-11p PARTV 005	ALL 5:30p-11p PARTV 005			
May						
				Thu 01	Fri 02	Sat 03
				Tech Rehearsal	Tech Rehearsal	Tech Rehearsal
				ALL 5:30p-11p PARTV 005	ALL 5:30p-12a PARTV 005	ALL 9a-12a PARTV 005
Sun 04	Mon 05	Tue 06	Wed 07	Thu 08	Fri 09	Sat 10
Dress Rehearsal	Dress Rehearsal	Opening Performance P I 7:30P - OS	Opening Performance P II 7:30P - OS	Performance P I 7:30P - OS	Performance P II 7:30P - OS	Performance P II 2P & P I 7:30P - OS w/Strike
ALL 9a-11p PARTV 005	ALL 5:30p-11p PARTV 005	ALL 5:30p-11p PARTV 005	ALL 5:30p-11p PARTV 005	ALL 5:30p-11p PARTV 005	ALL 5:30p-11p PARTV 005  Last Day of Class	ALL 12:30p-4:30p Masquer Theatre / PARTV 040  ALL 5:30p-12a PARTV 005