Spring 2-1-2016

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

Jason McDaniel

University of Montana - Missoula, jason.mcdaniel@umontana.edu

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Course Description:
The student will serve as a Run Crew member for one production for the School of Theatre & Dance. He/she will work backstage during the final rehearsals and for all performances. There are a limited number of assignments per show. If you do not get a production slot, or need to change your pick after the first week of class, you need to attend the class Wednesday, Feb 3rd in the Masquer. If you are unable to work any of the remaining shows, you will have to drop the class, take an incomplete and work a show next semester, or find someone who is willing to switch with you. If at any point you discover you are not able to fulfill all of the time commitments, it is imperative that you notify me immediately, preferably in person or by phone.

Course Objectives:
- To give the student experience running a performing-arts production from backstage.
- To instill in the student the discipline required for a performing-arts-related job.

Attendance and Promptness
One of the tenets of the performing arts is that everyone must be on time. “If you are early, you are on time. If you are on time, you are late. Late is completely unacceptable.” Because this is a collaborative art, everyone involved must be reliable and prepared to do his/her part to ensure a successful performance. This includes actors, crew, stage managers, front-of-house staff, and anyone else associated with the production. If any one person doesn’t rise to his/her responsibilities, the performance suffers greatly. I cannot stress how important the Run Crew is 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 the performing arts does not allow for replacement with untrained personnel. Run Crew members must be at all rehearsals and performances for which they are called. YOU CANNOT MISS A SINGLE PERFORMANCE OR REHEARSAL!

Class Materials:
Black clothes; shirts without logos, long pants, socks, and closed-toe shoes are required.

Grading:
A grade will be given after comments and input from the stage manager and shop manager(s), as well as the director(s) and designers that had contact with you during the production. You will be graded on:
- Attendance. Missing a single rehearsal or performance may result in an “F” grade. It is too important and there are too many people counting on your work.
- Ability to follow instructions.
- Active participation in the assignment.
Contacts:

- This class utilizes Moodle and UM email addresses for official notifications from the instructor.
- The Stage Manager will send communications to you through direct email and umtheatrdance.vcallboard.com

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 available to you via Theatre & Dance’s Physical and Virtual Callboards umtheatrdance.vcallboard.com. The times distributed today are approximate yet attempt to provide you with the probable 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 two weeks of the listed start date 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:

Follow Spot Operator: This person operates the movable lights in the catwalks/booth. He/she is responsible for running pre-show checks with the Light Board Operator to insure all instruments are working and the focuses are correct. This position requires at least one training session before the technical rehearsals.

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 ensure 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.

Set/Props/Deck Crew: These individuals prepare the stage for performance each night by sweeping, mopping, and 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.

Sound Board Operator: This person operates the mixing console and a variety of equipment, including the intercom system. Some productions’ sound requirements can be quite difficult and complicated, so 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 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 rehearsals and performances. The laundry can be started after the rehearsal/performance, and finished the next morning. The morning laundry times available are: weekdays 8a-12p. The wardrobe crew can alternate shifts by signing up with the scheduled slots. Once signed up, it is the student's responsibility to make sure that the shift is complete. The Laundry must be completed by 12pm the day of evening rehearsals/performances, and completed 2 hours before morning/afternoon shows.
University and School Policies

Class/School Policies

The Student will not use personal electronic devices, such as cell phones and laptops, during rehearsals or performances, unless specifically allowed by the Stage Manager or Assistant Manager. Granted permission only pertains to the specific period of time. This means: just because you are allowed to use your device at one rehearsal, does not mean you can use it at the next. You must get permission every time.

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
PRODUCTIONS

**Hot ‘n’ Throbbing**  
*Masquer Theatre*

Dates needed (approximately) Feb 12, 15-Mar 5

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, Wardrobe (3), and Props (2) –7 total

**All in the Timing**  
*Masquer Theatre*

Dates needed (approximately) Mar 11, 13-19

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) sometime during the run where you might be needed to stay after the production and assist.

Positions needed: Light Board, Sound Board –2 total

**Dance In Concert ‘16**  
*Montana Theatre*

Dates needed (approximately) Mar 14-26

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 or Friday) 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, Wardrobe (4), and Props (3) –9 total

**Romeo and Juliet**  
*Montana Theatre*

Dates needed (approximately) Apr 15, April 18-May 12

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 RUNS TUESDAY-THURSDAY OF FINALS WEEK.** You will need to be available for shows the mornings of May 10-12 (8a-11:30a), and Afternoons of May 10-11 (2p-6:30p). We will Strike the show following the morning performance on May 12 (see attached schedule).

Positions needed: Light Board, Sound Board, Wardrobe (5), and Props (4) –11 total

**Dance New Works ‘16**  
*Open Space*

Dates needed (approximately) Apr 19-30

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 & Friday) 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, and Props (1) –3 total
### S16-Run Crew I/II Syllabus

#### Hot 'n' Throbbing

- **Masquer Theatre**

#### Hot ‘n’ Throbbing Schedule

<table>
<thead>
<tr>
<th>Sun 02/07</th>
<th>Mon 02/08</th>
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<th>Sun 02/14</th>
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<th>Fri 02/19</th>
<th>Sat 02/20</th>
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<tbody>
<tr>
<td>No Calls</td>
<td>(HT) Dress Parade Wardrobe Crew 06:00p - 10:00p PARTY 125</td>
<td>(HT) Dress Rehearsal Wardrobe Crew 06:00p - 11:00p PARTY 040</td>
<td>(HT) Dress Rehearsal Props Crew 06:00p - 12:00p PARTY 125</td>
<td>(HT) Dress Rehearsal Props Crew 06:00p - 12:00p PARTY 125</td>
<td>(HT) Dress Rehearsal Props Crew 06:00p - 12:00p PARTY 125</td>
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#### Important Notes

Dates and times subject to change, updates available at umtheatredance.vcallboard.com
<table>
<thead>
<tr>
<th>Sun 02/21</th>
<th>Mon 02/22</th>
<th>Tue 02/23</th>
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<th>Fri 02/26</th>
<th>Sat 02/27</th>
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<tbody>
<tr>
<td>(HT) Dress Rehearsal-Props Crew 09:00p - 12:00p PARTN 125</td>
<td>(HT) Dress Rehearsal-Wardrobe Crew 09:00p - 11:00p PARTN 049</td>
<td>(HT) Opening Performance-Wardrobe Crew 09:00p - 11:00p PARTN 049</td>
<td>(HT) Performance-Wardrobe Crew 09:00p - 11:00p PARTN 049</td>
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<tr>
<td>(HT) Dress Rehearsal-Wardrobe Crew PARTN 049</td>
<td>(HT) Dress Rehearsal-Light/Sound Board Ops 09:00p - 11:00p PARTN 125</td>
<td>(HT) Opening Performance-Props Crew 09:00p - 11:00p PARTN 125</td>
<td>(HT) Performance-Props Crew 09:00p - 11:00p PARTN 125</td>
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<th>Fri 03/04</th>
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<td>No Calls</td>
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<td>(HT) Performance with photo shoot following-Wardrobe Crew 09:00p - 11:00p PARTN 049</td>
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<td>(HT) Performance-Wardrobe Crew 09:00p - 11:00p PARTN 049</td>
<td>(HT) Performance-Wardrobe Crew 09:00p - 11:00p PARTN 049</td>
<td>(HT) Performance w/Strike Following-Wardrobe Crew 10:00p - 11:00p PARTN 049</td>
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<td>(HT) Performance with photo shoot following-Props Crew 09:00p - 11:00p PARTN 125</td>
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<td>(HT) Performance with photo shoot following-Sound/Light Board Ops 09:00p - 11:00p PARTN 125</td>
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<td>(HT) Performance w/Strike Following-Sound/Light Board Ops 12:00p - 13:00p PARTN 125</td>
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### All in the Timing

**Masquer Theatre**

<table>
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<th>Sun 03/06</th>
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<td>(AT) Meet &amp; Greet / Full Crew View Run Through 05:30p - 10:00p PARTY 125</td>
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<th>Sun 03/13</th>
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<tr>
<td>(AT) Tech/Dress Rehearsal / Full Crew View Run Through 08:00a - 12:00p PARTY 125</td>
<td>(AT) Tech/Dress Rehearsal / Full Crew View Run Through 08:00a - 11:00p PARTY 125</td>
<td>(AT) Opening Performance-Full Crew 08:00p - 11:00p PARTY 125</td>
<td>(AT) Opening Performance-Full Crew 08:00p - 11:00p PARTY 125</td>
<td>(AT) Performance with photo shoot following-Full Crew 08:00p - 11:00p PARTY 125</td>
<td>(AT) Performance / with Talkback-Full Crew 08:00p - 11:00p PARTY 125</td>
<td>(AT) Performance-Full Crew 08:00p - 11:00p PARTY 125</td>
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(R&J) Meet & Greet / View Run Through 08:00 - 10:00 The Montana Theatre

### Dates and Times

- **Sun 04/17**
  - No Calls
  - (R&J) Dress Parade-Wardrobe Crew 05:00 - 10:00 PARTY 140
  - (R&J) Dry Tech-Lights Crew/Audio Crew 09:00 - 11:00 Light Shop
  - (R&J) Shift Tech-Props Crew 09:00 - 11:00 PARTY 140

- **Mon 04/18**
  - (R&J) Cue to Cue-Props Crew 09:00 - 11:00 PARTY 140
  - (R&J) Cue to Cue-Sound/Light Board Ops 08:00 - 11:00 PARTY 130

- **Tue 04/19**
  - (R&J) Cue to Cue-Props Crew 09:00 - 11:00 PARTY 130
  - (R&J) Cue to Cue-Sound/Light Board Ops 08:00 - 11:00 PARTY 130

- **Wed 04/20**
  - (R&J) Cue to Cue-Props Crew 09:00 - 11:00 PARTY 130
  - (R&J) Cue to Cue-Sound/Light Board Ops 08:00 - 11:00 PARTY 130

- **Thu 04/21**
  - (R&J) Technical Run-Props Crew 09:00 - 11:00 PARTY 140
  - (R&J) Technical Run-Sound/Light Board Ops 08:00 - 11:00 PARTY 130

- **Fri 04/22**
  - (R&J) Technical Run-Props Crew 09:00 - 11:00 PARTY 140
  - (R&J) Technical Run-Sound/Light Board Ops 08:00 - 11:00 PARTY 130

- **Sat 04/23**
  - (R&J) Dress Rehearsal Wardrobe Crew 05:00 - 11:00 PARTY 140

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