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

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Theatre Production I/II-Run Crew (30408/30412): U THTR 106A/206, Section 01

1 Credit, Spring Semester 2017 Times dependent on schedule

Montana or Masquer Theatre (dependent on schedule)

School of Theatre & Dance

Instructor: Jason McDaniel

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Office: PARTV 204 (thru the MT Theatre north lobby stairs)

Office Hours: TW 10:00am-10:50am

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 1st 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 email.**

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. Arriving late to your scheduled time, will result in a loss of points on your final grade.
- 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, and myself, will send production 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 two weeks 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** 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 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

Thinner Than Water

Masquer Theatre

Dates needed (approximately) Feb 10, 13-18, 20-26, Mar 1-5

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

Positions needed: Light Board (1), Sound Board (1), Wardrobe (4), and Props (2)

8 total

Dance In Concert '16

Montana Theatre

Dates needed (approximately) Feb 27- Mar 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 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 (1), Sound Board (1), Wardrobe (5), and Props (4)

11 total

Mad Woman of Chailot

Masquer Theatre

Dates needed (approximately) Apr 1-9

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

Positions needed: Light Board, Sound Board

2 total

Noises Off

Montana Theatre

Dates needed (approximately) Apr 7, 9-15, 17-23, 26-30

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

Positions needed: Light Board (1), Sound Board (1), Wardrobe (5), and Props (6)

13 total

Dates and times subject to change, updates available at umtheatredance.vcallboard.com

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