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THTR 307.02: Production Construction I

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Spring Semester 2017
Theatre 307
Costume Shop PARTV 40
Instructor
Phone (406) 243-5271
Office hours
Final exam times:

University of Montana School of Theatre & Dance
Theatre Production: Production Crew: Costumes, 3 cr.
Section 2 M-W 2-5:30 Section 5 T-Th 2-5:30
Paula Niccum Costume Shop Supervisor
paula.niccum@umontana.edu
12:00-1:30 W- Th or by appointment
M-W 3:20-5:20 Wednesday May 10
T-Th 1:10-3:10 Wednesday May 10

This class meets for 3 ½ hours twice a week, with a 10 minute break at 3:30. Duties include costume construction and alteration, costume stock pulling, re-stocking and organizing, shop organization and cleaning. There is no textbook, no outside class studying and no homework.

You will be graded on the following:

Attendance

It is absolutely essential that you have good attendance in this class. Show up on time, and don't leave early. Production crew students learn what goes into costuming a show by actively participating in the shop. You are responsible for recording and totalling your hours daily, and having them initialed by the instructor or shop staff before leaving. If you are going to miss class, you **must** notify the instructor **by email** or you may not be allowed to make up hours. If you wish to make up hours, you will need to arrange a time with the instructor- there are no drop in make-up hours. If class gets out early students will be dismissed with the full 3 ½ hours credited to them. Working additional hours can improve your grade. Additional opportunities to make up hours will be announced as they become available.

You will be responsible for logging your attendance on your sheet, and having the shop manager, costuming professor or shop staff sign it before you leave each day.

Communication- If you're not sure of how to do something or need a job to do, ask the shop supervisor, costuming professor or shop staff. There are no stupid questions, only stupid mistakes. If no one is able to help you right away, check the list of tasks posted on the door and see what may need to be done. If you do a task from the list on the door, note the time and date on the sheet.

Quality of Time- Be conscientious in your use of shop time. Do you focus on the assigned tasks, or do you waste time chatting, taking extra breaks, using your cell phone or generating distractions? Costume construction is meticulous work and requires concentration. Noise makes it difficult to concentrate, and is **especially disrespectful during fittings. *Being noisy can affect your grade.***

Quality of Work- You will be asked to do the best you can, nothing more or less. Work will be assigned according to the level of your skills. As skills improve, you will be challenged further. Are you satisfied with your work? Is it up to the standard set by the shop manager or other costume faculty? Can you maintain a positive attitude when told something needs to be redone? Do you rise to meet the challenge?

Attitude- No job is too small. If you feel you cannot complete a job successfully, speak with the shop manager. Honesty is appreciated. It is important that you freely contribute your skills, knowledge and abilities. Theatre is a team sport, and it takes all of us to make a production successful.

Skill set

Each student should leave the class with a basic skill set that applies to the costume shop. You will have the entire semester to complete check-off of the skills list included on your attendance sheet. You can try a skill more than once.

As a 307 level member of the production crew, you will be given advance projects base on your costume shop experience. These projects may include pattern making, dyeing, crafts and other skills aas well as supervising other student workers.

Some General Shop Guidelines:

Let your cutter/drafter or the manager see your work when it is completed. Do not just hang the costume on the wardrobe cart.

Before beginning to use a machine or work table, ask whether anyone else is using it.

Theater involves teamwork. This includes occasional weekend work calls. Remember that the next production may be the one you're designing or acting in.

If you bring a personal music player, you will need to keep the volume at a level where you can still hear what is going on in the shop.

Be respectful during the fitting process. **THIS INCLUDES BEING QUIET**. Fitting time is precious- it requires intense concentration and communication between the designer, actor and shop staff.

Clean up after yourself. This includes everything from tidying up in the kitchen to pulling the pins out of muslin scraps before putting them in the scrap bins. ***If people have to clean up after you repeatedly, your grade will be affected.***

Ask questions. It is easier to ask a question than it is to fix a mistake. This is especially critical before cutting. There is no way to undo a cutting mistake. If you have any doubt, please ask.

When possible, alterations to existing costumes should be performed so that they can be altered again for future productions. Don't cut off hems or waistbands unless there is no other way to make the costume look right. Ask first!

Food and drink are permitted in the costume shop, with the understanding that you must be careful around the fabrics. Do not place or eat food or drink on any table that cannot be wiped clean. Food residue can get on the fabrics and presents a real problem. Wash your hands before handling fabric.

You are welcome to heat up food, make coffee or tea. Please don't take coffee or other drinks- we pay for them ourselves.

Academic Misconduct and the Student Conduct Code

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.

All Theatre & Dance students must have an in-depth knowledge of the practices and procedures outlined in the School of Theatre & Dance *Student Handbook*. The *Handbook* is available online at

<http://www.umt.edu/umarts/theatredance/About/handbook.php>.

There is inherent risk involved in many Theatre & 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.

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.

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/>.