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DANC 329.01: Dance Stage Management Practicum

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SCHOOL OF THEATRE & DANCE
DANC 329 - Dance Stage Management Practicum - 1 credit

Instructor of Record: Heidi Jones Eggert
heidi.eggert@umontana.edu
Office Hours: Tues. 11-1pm, Fri. 11-12pm, PARTV 186

Meeting Time and Place: Friday 4-4:50 pm PARTV Masquer Theatre

Course Description:

This is a practicum course required of all students pursuing a BFA in dance. Each semester students will stage manage a dance production, to be decided by the dance faculty. Faculty will work individually to mentor the student through the responsibilities assigned to the stage manager. The Guidelines for the Practicum are listed below.

Course Purpose

This course prepares students with practical knowledge of the roles and responsibilities of a stage manager for a dance production.

Instructional Methods:

Pre-performance all students will meet individually with faculty in a mentoring situation. Students are required to attend departmental production meetings for the 8 weeks leading up to the production. During the production tech and run, stage managers will serve in the theatre, interacting with producers, designers, sound and light board operators, choreographers and dancers. During production, the student is in charge of the production, calling light and sound cues, posting call sheets and organizing the myriad details involved in a performance.

Dance Stage Manager Guidelines

Pre-Tech Week Responsibilities:

Students will

- Organize all showings and tech rehearsals and are responsible for communicating with choreographers and dancers.
- Collect music & sound instructions to be given to the sound designer.
- Collect program information from each choreographer.
- Make a phone contact sheet of every choreographer, dancer, producer, stage manager and tech crew.
- Make a call list for dancers to check in the nights of final dress and performance.
- If needed, hand out Artist Statement Guidelines
- Meet with Crew.
- Hand out dancer and choreographer evaluation sheets.
- Attend ALL production meetings
- Attend Brown Bag

Call the crew: 1 month beforehand, 2 weeks beforehand, 1 week beforehand, the day before. At the crew meeting:

- 1) Hand out crew's schedules & discuss the importance of being on time
- 2) Teach them their duties:
 - Prepping the space before every tech, run-thru and performance
 - Setting props
 - Setting gels
 - Take down: put away props and gels
 - Sweep & mop the studio floor
 - Replace legs, curtains and windows, piano, blue box

During the Performance Week students are in charge of running the production. Your producer will mentor you through the process with the goal of having a successful performance run.

Your grade will be based on your commitment, organization and professionalism throughout the production process.

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/student-affairs/dean-of-students/default.php>

All syllabi for Theatre & Dance courses imply the understanding:

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 our consent**. Presence of such unauthorized persons in a class, shop, or any backstage/off-stage area will negatively affect a student's grade.

NO street shoes are allowed in the dance studio at any time, even carried in-hand. Anyone entering the studio must remove their street shoes **BEFORE** entering and leave them outside the studio. The only shoes permitted in studios are those that have been purchased for the exclusive use of dance in dance studios (with the exclusion of tap shoes, hard-shoe clogs, and flamenco shoes. These should never be worn on Marley floors).

Individuals concerned about theft should rent a locker for their shoes and other belongings.

NO food or drinks (except water in closed bottles) are permitted in the dance studios or theatres.

LOCKER RENTALS are available for ALL students in the dance classes. We recommend that you do not leave personal belongings unattended in the dressing rooms, hallways, or dance studios, as THEFTS FREQUENTLY OCCUR. Lockers may be rented for \$10.00/SEMESTER, OR \$15/TWO SEMESTERS.

Lockers are available for assignment following the School of Theatre & Dance Major's Meeting on Tuesday, August 28th (approximately 6:30PM), or on Friday August 31st with School of Theatre & Dance Work Study Student in PARTV 197 from 1-5PM. To acquire a locker after this date, please speak with your instructor or Administrative Associate III Erin McDaniel (erin.mcdaniel@umontana.edu; PARTV lobby, near the box office).

***** **From the EO/AA Office:**

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 <https://www.umt.edu/dss/>.