Fall 9-1-2018

THTR 106.01: Theatre Production I - Run Crew

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Theatre Production I/II-Run Crew (74864/70376): U THTR 106A/206, Section 01
1 Credit, Fall Semester 2018 Times dependent on schedule
Montana or Masquer Theatre (dependent on schedule)
School of Theatre & Dance

Instructor: Jason McDaniel  Email: jason.mcdaniel@umontana.edu  Phone: 406-243-2874
Office:  PARTV 204 (thru the MT Theatre north lobby stairs)
Office Hours: TTh 11:00am-11:50am

Course Description:
The student will serve as a Run Crew member for ONE production for the School of Theatre & Dance. They will work backstage during the final rehearsals and for all performances. There are a limited number of assignments per show. At the first class session, all students currently assigned to a T&D production will sign-up for a crew assignment. The rest of the students will sign-up for crew assignments on Wednesday, Sep 5th in the Montana. If the student is unable to work any of the remaining shows, they will either: wait to see if another position becomes available or drop the class. If a position does not become available, they can take an incomplete and work a show next semester. 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 their 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 their 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; crewneck t-shirts without logos, long pants, socks, and closed-toe shoes are required.

Grading:
A grade will be given after comments and input from the show's 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 and Production manager will send Production communications to you through direct email and umtheatrdance.vcallboard.com

You will report directly to the production’s Stage Manager; they 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. They are 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. They are responsible for running pre-show checks with the Master Electrician to ensure all instruments are working and the focuses are correct. They 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

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/vpesa/Dean%20of%20Students/default.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/.
PRODUCTIONS

Summer and Smoke ___________________ Masquer Theatre
Dates needed (approximately) Sep 21, 24-29, Oct 1-7, 10-14
Most evenings, possibly all day on weekends and through strike, which is immediately following the final performance. There will be one photo call (usually Sunday 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 (1), Sound Board (1), Wardrobe (4), and Props (4)

10 total

Dance Up Close 18 ___________________ Masquer Theatre
Dates needed (approximately) Oct 19, 26-Nov 3
Most evenings, possibly all day on weekends and through strike, which is immediately following the final performance. There will be one photo call (usually Friday & Saturday) 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), Video Operator (1), Wardrobe (4), and Props (4)

11 total

White Christmas ___________________ Montana Theatre
Dates needed (approximately) Nov 9, 13-20, 23-25, 28-Dec 2
Most evenings, possibly all day on weekends and through strike, which is immediately following the final performance. There will be one photo call (usually Sunday night of the first week) sometime during the run where you might be needed to stay after the production and assist. Be aware that THIS PRODUCTION RUNS FRIDAY-SUNDAY OF THANKSGIVING BREAK. You will need to be available for a brush-up rehearsal the morning of Nov 23 and a performance that night. This production will be remounted in January for the Montana Thespians!!! IF possible, we would love to have the same crewmembers join us for this exciting opportunity.

Positions needed: Light Board (1), Sound Board (1), Follow Spot Operators (2), Wardrobe (6), and Props (6)

16 total
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<tr>
<th>Sun</th>
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<td>12-Sep</td>
<td>Prop Crew Dress Rehearsal 6p-11p</td>
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<td>All Crew Members Call to Cue 5p-11p</td>
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<td>16-Sep</td>
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<td>18-Sep</td>
<td>19-Sep</td>
<td>20-Sep</td>
<td>21-Sep</td>
<td>Audio &amp; Lighting Crew Call to Cue 5p-11p</td>
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</tbody>
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Revised: 8/29/18

The up to date schedule found at umtheatredance.wisc.edu

[My Calls for your Schedule, [All Calls] for all events schedule.]

Subject to change
## Dance Up Close '18

### Masquer Theatre

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<tr>
<td>Wardrobe Crew</td>
<td>Tech Slots</td>
<td>11am-4pm</td>
<td>Props Crew</td>
<td>Tech Slots</td>
<td>11am-4pm</td>
<td>Audio &amp; Lighting Crew</td>
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<tr>
<td>Wardrobe Crew</td>
<td>Tech Slots</td>
<td>3:30pm-11pm</td>
<td>Props Crew</td>
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<tr>
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<td>Props Crew</td>
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<td>Audio, Video &amp; Lighting Crew</td>
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<td>9:30pm-11pm</td>
<td>Props Crew</td>
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<td>Props Crew</td>
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<td>Props Crew</td>
<td>Dress Rehearsal</td>
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<tr>
<td>Wardrobe Crew</td>
<td>Performance</td>
<td>9:30pm-11pm</td>
<td>Props Crew</td>
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<td>Audio, Video &amp; Lighting Crew</td>
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<tr>
<td>Wardrobe Crew</td>
<td>Performance F1/Strike</td>
<td>9:30pm-11pm</td>
<td>Props Crew</td>
<td>Performance F1/Strike</td>
<td>9:30pm-11pm</td>
<td>Audio, Video &amp; Lighting Crew</td>
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Revised 9/18/17

The up to date schedule found at umtheatredance.osu.edu

*Subject to change*
### White Christmas

#### Montana Theatre

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#### Prop Crew
- Tech Run
- 11a-4p
- 6p-11p

#### Wardrobe Crew
- Dress Rehearsal
- 5:30p-6:30p
- 6p-11p
- Performance
- 12p-3:30p

#### Audio & Lighting Crew
- Performance
- 6p-11p
- Strike
- 12p-3:30p

### Additional Notes
- Revised: 9/18/17
- Subject to change
These are Optional Dates, the School of Theatre & Dance would appreciate if you can make it! Please let Jesson or Daniel know by 2/2/18 if you will be able to commit to the days and times.

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<th>2/22</th>
<th>2/23</th>
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Revised: 9/14/17

The up to date schedule found at usetheatredance.ucsbboards.com

[My Clock] for your Schedule, [All Clocks] for all events schedule.

Subject to change