

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

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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 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, 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

Summer and Smoke

Masquer Theatre

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9-Sep	10-Sep	11-Sep	12-Sep	13-Sep	14-Sep	15-Sep
					ALL Crew Members Cue to Cue 6p-11p	
16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep
						Props Crew Tech Run 11a-4p
						Audio & Lighting Crew Tech Run 11a-4p
	Wardrobe Crew Dress Parade 5:30p-10:30p					Wardrobe Crew Dress Rehearsal 5:30p-11p
	Props Crew Shift Tech 6:30p-11p	Props Crew Cue to Cue 6p-11p	Props Crew Cue to Cue 6p-11p	Props Crew Cue to Cue 6p-11p	Props Crew Tech Run 6p-11p	Props Crew Dress Rehearsal 6p-11p
	Audio & Lighting Crew Dry Tech 6p-11p	Audio & Lighting Crew Cue to Cue 6p-11p	Audio & Lighting Crew Cue to Cue 6p-11p	Audio & Lighting Crew Cue to Cue 6p-11p	Audio & Lighting Crew Tech Run 6p-11p	Audio & Lighting Crew Dress Rehearsal 6p-11p
23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep
			Wardrobe Crew Performance 9:30a-2p			
			Props Crew Performance 9:30a-2p			
			Audio & Lighting Crew Performance 9:30a-2p			
	Wardrobe Crew Dress Rehearsal 5:30p-11p	Wardrobe Crew Dress Rehearsal 5:30p-11p	Wardrobe Crew Performance 5:30p-11p	Wardrobe Crew Performance 5:30p-11p	Wardrobe Crew Performance 5:30p-11p	Wardrobe Crew Performance 5:30p-11p
	Props Crew Dress Rehearsal 6p-11p	Props Crew Dress Rehearsal 6p-11p	Props Crew Performance 6p-11p	Props Crew Performance 6p-11p	Props Crew Performance 6p-11p	Props Crew Performance 6p-11p
	Audio & Lighting Crew Dress Rehearsal 6p-11p	Audio & Lighting Crew Dress Rehearsal 6p-11p	Audio & Lighting Crew Performance 6p-11p	Audio & Lighting Crew Performance 6p-11p	Audio & Lighting Crew Performance 6p-11p	Audio & Lighting Crew Performance 6p-11p
30-Sep	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct
Wardrobe Crew Performance 12p-5:30p						
Props Crew Performance 12:30p-5:30p						
Audio & Lighting Crew Performance 12:30p-5:30p						
			Wardrobe Crew Performance 5:30p-11p	Wardrobe Crew Performance 5:30p-11p	Wardrobe Crew Performance 5:30p-11p	Wardrobe Crew Performance 5:30p-11p
			Props Crew Performance 6p-11p	Props Crew Performance 6p-11p	Props Crew Performance 6p-11p	Props Crew Performance 6p-11p
			Audio & Lighting Crew Performance 6p-11p	Audio & Lighting Crew Performance 6p-11p	Audio & Lighting Crew Performance 6p-11p	Audio & Lighting Crew Performance 6p-11p
7-Oct	8-Oct	9-Oct	10-Oct	11-Oct	12-Oct	13-Oct
Wardrobe Crew Performance/Strike 12p-8p						
Props Crew Performance/Strike 12:30p-8:30p						
Audio & Lighting Crew Performance/Strike 12:30p-8:30p						

Revised: 8/29/18

The up to date schedule found at umtheatredance.vcollboard.com
[My Calls] for your Schedule, [All Calls] for all events schedule.

Subject to change

Dance Up Close '18

Masquer Theatre

Sun	Mon	Tue	Wed	Thu	Fri	Sat
14-Oct	15-Oct	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct
					ALL Crew Members Brown Bag 6p-11p	
21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct
						Wardrobe Crew Tech Slots 11a-4:00p
						Props Crew Tech Slots 11a-4p
						Audio & Lighting Crew Tech Slots 11a-4p
					Wardrobe Crew Tech Slots 5:30p-11p	Wardrobe Crew Tech Slots 5:30p-11p
					Props Crew Tech Slots 6p-11p	Props Crew Tech Slots 6:30p-11p
					Audio, Video & Lighting Crew Tech Slots 6p-11p	Audio & Lighting Crew Tech Slots 6:30p-11p
28-Oct	29-Oct	30-Oct	31-Oct	1-Nov	2-Nov	3-Nov
Wardrobe Crew Tech Slots 11a-4:00p						Wardrobe Crew Performance PII 12p-5:00p
Props Crew Tech Slots 11a-4p						Props Crew Performance PII 12:30p-5:00p
Audio & Lighting Crew Tech Slots 11a-4p						Audio & Lighting Crew Performance PII 12:30p-5:00p
Wardrobe Crew Tech Rehearsal 6:00p-11p	Wardrobe Crew Tech Rehearsal 6:00p-11p	Wardrobe Crew Dress Rehearsal 6:00p-11p	Wardrobe Crew Dress Rehearsal 6:00p-11p	Wardrobe Crew Performance PI 6:00p-11p	Wardrobe Crew Performance PII 6:00p-11p	Wardrobe Crew Performance P1/Strike 5:30p-11p
Props Crew Tech Rehearsal 6:30p-11p	Props Crew Tech Rehearsal 6:30p-11p	Props Crew Dress Rehearsal 6:30p-11p	Props Crew Dress Rehearsal 6:30p-11p	Props Crew Performance PI 6p-11p	Props Crew Performance PII 6p-11p	Props Crew Performance P1/Strike 6:30p-11p
Audio, Video & Lighting Crew Tech Rehearsal 6:30p-11p	Audio, Video & Lighting Crew Tech Rehearsal 6:30p-11p	Audio, Video & Lighting Crew Dress Rehearsal 6:30p-11p	Audio, Video & Lighting Crew Dress Rehearsal 6:30p-11p	Audio, Video & Lighting Crew Performance PI 6p-11p	Audio, Video & Lighting Crew Performance PII 6p-11p	Audio, Video & Lighting Crew Performance P1/Strike 6:30p-11p

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Subject to change

White Christmas

Montana Theatre

Sun 4-Nov	Mon 5-Nov	Tue 6-Nov	Wed 7-Nov	Thu 8-Nov	Fri 9-Nov	Sat 10-Nov
					ALL Crew Members Cue to Cue 6p-11p	
11-Nov	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov
Props Crew Shift Tech TBD		Wardrobe Crew Dress Parade 5:30p-10:30p	Props Crew Cue to Cue 6p-11p	Props Crew Cue to Cue 6p-11p	Props Crew Tech Run 6p-11p	Props Crew Tech Run 11a-4p
		Props Crew Cue to Cue 6p-11p	Audio & Lighting Crew Cue to Cue 6p-11p	Audio & Lighting Crew Cue to Cue 6p-11p	Audio & Lighting Crew Tech Run 6p-11p	Audio & Lighting Crew Tech Run 11a-4p
		Audio & Lighting Crew Cue to Cue 6p-11p	Audio & Lighting Crew Cue to Cue 6p-11p	Audio & Lighting Crew Cue to Cue 6p-11p	Audio & Lighting Crew Tech Run 6p-11p	Wardrobe Crew Dress Rehearsal 5p-12a
		Props Crew Dress Rehearsal 6p-11p	Props Crew Dress Rehearsal 6p-11p	Props Crew Dress Rehearsal 6p-11p	Props Crew Dress Rehearsal 6p-11p	Props Crew Dress Rehearsal 6:30p-11p
18-Nov	19-Nov	20-Nov	21-Nov	22-Nov	23-Nov	24-Nov
					Wardrobe Crew Full Run 12p-4p	Wardrobe Crew Performance 12p-5:00p
					Props Crew Full Run 12:30p-4p	Props Crew Performance 12:30p-5:00p
					Audio & Lighting Crew Full Run 12:30p-4p	Audio & Lighting Crew Performance 12:30p-5:00p
Wardrobe Crew Dress Rehearsal 5:30p-11p	Wardrobe Crew Dress Rehearsal 5:30p-11p	Wardrobe Crew Performance 5:30p-11p			Wardrobe Crew Performance 5:30p-11p	Wardrobe Crew Performance 5:30p-11p
Props Crew Dress Rehearsal 6p-11p	Props Crew Dress Rehearsal 6p-11p	Props Crew Performance 6p-11p			Props Crew Performance 6p-11p	Props Crew Performance 6p-11p
Audio & Lighting Crew Dress Rehearsal 6p-11p	Audio & Lighting Crew Dress Rehearsal 6p-11p	Audio & Lighting Crew Performance 6p-11p			Audio & Lighting Crew Performance 6p-11p	Audio & Lighting Crew Performance 6p-11p
25-Nov	26-Nov	27-Nov	28-Nov	29-Nov	30-Nov	1-Dec
Wardrobe Crew Performance 12p-5:30p			Wardrobe Crew Full Run 12p-4p (TBD)			
Props Crew Performance 12:30p-5:30p			Props Crew Full Run 12:30p-4p (TBD)			
Audio & Lighting Crew Performance 12:30p-5:30p			Audio & Lighting Crew Full Run 12:30p-4p (TBD)			
			Wardrobe Crew Performance 5:30p-11p	Wardrobe Crew Performance 5:30p-11p	Wardrobe Crew Performance 5:30p-11p	Wardrobe Crew Performance 5:30p-11p
			Props Crew Performance 6p-11p	Props Crew Performance 6p-11p	Props Crew Performance 6p-11p	Props Crew Performance 6p-11p
			Audio & Lighting Crew Performance 6p-11p	Audio & Lighting Crew Performance 6p-11p	Audio & Lighting Crew Performance 6p-11p	Audio & Lighting Crew Performance 6p-11p
2-Dec	3-Dec	4-Dec	5-Dec	6-Dec	7-Dec	8-Dec
Wardrobe Crew Performance/Strike 12p-8p						
Props Crew Performance/Strike 12:30p-8p						
Audio & Lighting Crew Performance/Strike 12:30p-8p						

See other side for Optional Dates.

Revised: 9/18/17

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

Subject to change

*These are Optional Dates, the School of Theatre & Dance would appreciate if you can make it!
Please let Jason McDaniel know by 12/3/18 if you will be able to comit to the days and times.*

27-Jan	28-Jan	29-Jan	30-Jan	31-Jan	1-Feb	2-Feb
Wardrobe Crew Performance/Strike 12p-8p			Crew Pick-up Rehearsal 5:30p-11p	Crew Dress Rehearsal 5:30p-11p	Crew Performance 5:30p-11p	
3-Feb	4-Feb	5-Feb	6-Feb	7-Feb	8-Feb	9-Feb
All Strike TBD						

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Subject to change