THTR 206.01: Theatre Production II - Run Crew

Jason McDaniel

University of Montana - Missoula, jason.mcdaniel@umontana.edu

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Theatre Production I and II -Run Crew / Fall 2014 Semester

Course #: THTR 106A and THTR 206
Credit:  1Cr.
Time:  Depends on assignment
Instructor: Jason McDaniel
PARTV Building Room 204
406-243-2874
Jason.mcdaniel@umontana.edu
Office Hours: TR 10:00-11:00am

MATERIALS:   Black clothes (shirts without logos), including shoes & socks, are required.

COURSE DESCRIPTION:

Running crews members work backstage during the final rehearsals and for all performances of the School of Theatre & Dance.

There are a limited number of assignments per show. Once the slots are filled, do not add your name! If you are unable to work any of the remaining shows you will either have to drop the class, take an incomplete and work a show next year, or find someone that is willing to switch with you. If you switch assignments with someone, it is imperative that you notify me (Jason McDaniel) immediately.

COURSE OBJECTIVES:

This course, besides instructing you and giving you the experience on how to run a show backstage, is also designed to instill in you the discipline required for a theatre related job. **One of the tenets of theatre is that everyone must be on time.** Remember in theatre-If you are early, you are on time, if you are on time, you are late, and late is completely unacceptable. Because theatre is a collaborative art, everyone involved must be reliable and prepared to do his or her part in ensuring a successful evening of theatre. This includes actors, crew, stage managers, front of house staff and anyone else associated with the production. If any one person doesn’t perform their responsibilities, the performance suffers greatly. We cannot stress how important the running crew people are 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 theatre does not allow for replacement with untrained personnel.

Running Crew must be at all rehearsals and performances for which they are called. **YOU CANNOT MISS A SINGLE PERFORMANCE OR REHEARSAL!**

GRADING:

A grade will be given after comments and input from the stage manager, shop manager as well as the directors and designers that had contact with you during the production. **Missing a single rehearsal or performance will result in an “F” grade.** It is too important and there are too many people counting on your work.

Instructor: Jason McDaniel  406-243-2874   jason.mcdaniel@umontana.edu
CONTACTS:

This class utilizes The University of Montana’s Moodle system for official notifications from the instructor.

You will report directly to the Production’s Stage Manager; he/she 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. The times distributed today are approximate yet attempt to provide you with the possible 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 the listed starting dates 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:

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 insure 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.

Sound Board Operator- This person operates the mixing console and a variety of equipment, including the intercom system. Some theatrical productions sound 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 sound equipment during the show.

Video Operator- This person operates the Video Computer and a variety of equipment, including the intercom system. Some theatrical 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 the rehearsals and performances.

Set/Props/Deck crew- These individuals prepare the stage for performance each night by sweeping and mopping, 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.

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University and School Policies

Class/School Policies
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

Instructor: Jason McDaniel  406-243-2874   jason.mcdaniel@umontana.edu
PRODUCTIONS

*Cyrano de Bergerac*  
Montana Theatre  
Dates needed (approximately) Sep 26, 28—Oct 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 Tuesday night of the second week) sometime during the run where you might be needed to stay after the production and assist. (See attached Schedule.)  
Positions needed— Light Board, Sound Board, Video Operator, Wardrobe (4), and Props (4)

*Dance Up Close 14*  
Masquer Theatre  
Dates needed (approximately) Oct 27—Nov 8  
Most evenings, possibly all day on weekends and through strike which is immediately following the final performance. There will be one photo call (usually Tuesday night of the second week) sometime during the run where you might be needed to stay after the production and assist. (See attached Schedule.)  
Positions needed— Light Board, Sound Board, Video Operator, Wardrobe (3), and Props (4)

*... A Christmas Carol*  
Montana Theatre  
Dates needed (approximately) Nov 14, 17—Dec 6  
Most evenings, possibly all day on weekends and through strike which is immediately following the final performance. There will be one photo call (usually Tuesday night of the second week) sometime during the run where you might be needed to stay after the production and assist. Be aware that THIS PRODUCTION WILL HAVE A PERFORMANCE THE TUESDAY BEFORE THANKSGIVING BREAK, AS WELL AS A REHEARSAL THE SATURDAY MORNING AFTER THANKSGIVING. Nov, Tuesday 25th and that you will need to be back for a brush-up rehearsal Saturday 29th at 11am. This show also has 2 performances on Sunday 30th. (See attached Schedule.)  
Positions needed— Light Board, Sound Board, Video Operator, Wardrobe (4), and Props (4)

*Broomstick* (Only available if all other productions are filled)  
Masquer Theatre  
Dates needed (approximately) Sep 07—21  
Most evenings, possibly all day on weekends and through strike which is immediately following the final performance There will be one photo call (usually Tuesday night of the second week) sometime during the run where you might be needed to stay after the production and assist. Be aware that there is also an afternoon show on the 10th of May. (See attached Schedule.)  
Positions needed— Light Board, Sound Board, and Props/Wardrobe

Instructor: Jason McDaniel  
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<table>
<thead>
<tr>
<th>Date</th>
<th>Mon 19</th>
<th>Tue 20</th>
<th>Wed 21</th>
<th>Thu 22</th>
<th>Fri 23</th>
<th>Sat 24</th>
<th>Sun 25</th>
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<tbody>
<tr>
<td>ALL</td>
<td>Due to Quarantine</td>
<td>Tech Rehearsal/ Dress Rehearsal</td>
<td>Tech Rehearsal/ Dress Rehearsal</td>
<td>Opening Performance</td>
<td>Performance</td>
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<td>7:30p - MQT</td>
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<tr>
<td>Act 1 Run Through</td>
<td>7:30p Marque Theatre</td>
<td>All 6p-10p Marque Theatre</td>
<td>All 6p-10p Marque Theatre</td>
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**Broomstick (Bs)**

September 2014

Instructor: Jason McDaniel  
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## Cyrano de Bergerac (CdB)

### September 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Scenario</th>
<th>Costume</th>
<th>Tech Rehersal/ Dvies Rehersal</th>
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<tr>
<td>Run Through</td>
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<td>ALL</td>
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<td>All EXCEPT Wardrobe 5:30p-11a Montana Theatre</td>
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### October 2014

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# Dance Up Close (DUC14)

## October 2014

<table>
<thead>
<tr>
<th>Sun 05</th>
<th>Mon 06</th>
<th>Tue 07</th>
<th>Wed 08</th>
<th>Thu 09</th>
<th>Fri 10</th>
<th>Sat 11</th>
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<td>Tech Rehearsals</td>
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<td>Tech Rehearsals</td>
<td>Tech Rehearsals</td>
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<tr>
<td>ALL 5:30p-11p Masquer Theatre</td>
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<td>ALL 5:30p-11p Masquer Theatre</td>
<td>ALL 5:30p-11p Masquer Theatre</td>
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## November 2014

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<tr>
<th>Sun 09</th>
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<th>Wed 12</th>
<th>Thu 13</th>
<th>Fri 14</th>
<th>Sat 15</th>
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</thead>
<tbody>
<tr>
<td>Tech/Dress Rehearsals</td>
<td>Tech/Dress Rehearsals</td>
<td>Opening Performance P. I 7:00p - MGT</td>
<td>Opening Performance P. II 7:00p - MGT</td>
<td>Performance P. I 7:00p - MGT w/Flight Out (TBD)</td>
<td>Performance P. II 7:00p - MGT w/Flight Out (TBD)</td>
<td>Performance P. I 7:00p - MGT w/Flight Out (TBD)</td>
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</tbody>
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# Charles Dickens' A Christmas Carol (CC)

## November 2014

| Mon 10 | Tue 11 | Wed 12 | Thu 13 | Fri 14 | Sat 15
|--------|--------|--------|--------|--------|--------
| Dress Rehearsal | Costume | Costume | Costume | Tech Rehearsal | Tech Rehearsal
| Wardrobe Only | 6:30p-10p | Party 040 | ALL EXCEPT Wardrobe | 6:30p-10p | Montana Theatre
| Adams Center Event | Adams Center Event | Montana Theatre | Montana Theatre | Montana Theatre | Montana Theatre

| Mon 17 | Tue 18 | Wed 19 | Thu 20 | Fri 21 | Sat 22
|--------|--------|--------|--------|--------|--------
| Dress Rehearsal | Dress Rehearsal | Opening Performance (7:30p - MT) | Performance 7:30p - MT | ALL Morning BRUSH-UP REHEARSAL Time TBD | Performance 2P & 2:30p - MT
| ALL EXCEPT Wardrobe | ALL | ALL | Performance 7:30p - MT | Performance 2P & 2:30p - MT | Performance 2P & 2:30p - MT

## December 2014

| Mon 01 | Tue 02 | Wed 03 | Thu 04 | Fri 05 | Sat 06
|--------|--------|--------|--------|--------|--------
| Performance 7:30p - MT | Performance 7:30p - MT | Performance 7:30p - MT | Performance 7:30p - MT | Performance 7:30p - MT | Performance 2P & 2:30p - MT
| ALL | ALL | ALL | ALL | ALL | ALL

Published 8/27/2014

Dates are subject to change.