

THEA 2311 – Stage Management

THEA 2311-001
10:00 am-10:50 am
FAB 00105

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Office Hours:
1:00-2:00 MWF
2:00-3:00 TR
Or by appointment
FAB 203B

Course Description

Stage Management will be an in depth investigation into the function of the stage manager. We will cover the relationship of the stage manager with the rest of the creative team, what a stage manager is and is not responsible for. This is intended to be a survey class, in which we will have discussion, lecture, and practical work as a stage manager. You will be required to serve as either the stage manager, or assistant stage manager for one of our productions this year.

Course Requirements

Textbook: Lawrence Stern and Alice R. O'Grady *Stage Management* 10th edition
Materials:

- 1) A working e-mail account
- 2) A working blackboard account
- 3) A binder to create a promptbook.
- 4) Pencils, pens, highlighters...whatever you need to keep orgaized

Primary Learning Objectives: The student will be able to

- Demonstrate an understanding of the function of a stage manager and their relationship to the rest of the cast and crew of a theatrical production
- Demonstrate the ability to create and maintain a promptbook for a production
- Demonstrate a basic knowledge of scenic, sound and light design and how the stage manager should interact with the respective designers.
- Have an understanding of how to manage a rehearsal.

- Demonstrate the ability to communicate effectively with a cast, crew members, directors, producers and audience.

COURSE OBJECTIVES

By the end of this class, students will:

- Gain knowledge and understanding of the key requirements of effective stage management.
- Learn to analyze a script and prepare a prompt book
- Develop strong interpersonal communication skills and team management application.
- Participate in management rehearsals and calling a production for the 2014-2015 season.

CLASS MEETINGS:

Attendance is highly recommended. The classroom is the only opportunity to fully learn the practical and pragmatic approach to effective stage management. Two (2) absences of any class session will lower overall grade 9 pts., and each subsequent absence of session will lower grade an additional 5 pts. Nine (9) absences, of any kind, may result in a WF.

Rehearsals are required and can ONLY be excused with permission from the director and the instructor. **Performances are mandatory: No Exceptions. Failure to comply with both of these requirements will result in an F regardless of hours and work completed.**

Assignments not completed or turned in on time, will receive one half credit of grade up to two (2) days after the due date. Papers and assignments will not be accepted after two days. All written assignments must be typed. **Students are responsible for unattended classes.**

UNIVERSITY RULES/REGULATIONS:

Rules and regulations regarding plagiarism, dishonesty, and other issues concerning classroom participation can be found in the University Rules and Regulations and Student Handbook.

EVALUATION:

Grades will be based on the following criteria:

30% of overall grade will be based on written assignments.

20% will be based on completion of assignments in class and classroom discussion.

Prompt book and management of production will complete 50% of grade (25% each).

Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Mary Schwartz, M. Ed., L.P.C., in Counseling and Accessibility Services, Ferguson Hall, Room 112. P.O. Box C-122, Sul Ross State University Alpine, TX 79832 (432-837-8203) Email: mschwartz@sulross.edu

CLASS DATES: Assignments and Deadlines

Note that these dates and the details of each class are subject to change at the instructor's discretion All reading assignments are due on the date indicated

Class Date Topics and Assignments

- 1 Aug 25: Introduction Review Syllabus and Assign Stage Managers
- 2 Aug 27: What makes a good stage manager? **Read Stern Chap 1 and 2**
- 3 Aug 29: Expediting auditions and readings. **Read Chap 6**
- 4 Sep 1 **No Class: Labor Day**
- 5 Sep 3: Rehearsal procedures. **Read Chap 8**
- 6 Sep 5: Getting the Play and Understanding it. **Read Chap 3**
- 7 Sep 8: Scheduling and Company Rules. **Read Chap 4**
- 8 Sep 10: Getting acquainted with your theatre **Read Chap 5**
- 9 Sep 12: Getting acquainted with your theatre **Read Chap 17**
- 10 Sep 15: Getting the Play and Understanding it: Practical applications (**plots and plans due**)
- 11 Sep 17: Getting the Play and Understanding it: Practical applications
- 12 Sep 19: Getting the Play and Understanding it: Practical applications
- 13 Sep 22: Dept Management and Property Management **Read Chap 10**
- 14 Sep 24: Supervision of Shifts **Read Chap 11**
- 15 Sep 26: Supervision of Shifts
- 16 Sep 29: Running the Show **Read Chap 13**
- 17 Oct 1: Running the Show
- 18 Oct 3: Running the Show
- 19 Oct 6: Technical Rehearsals **Read Chap 12**
- 20 Oct 8: NO CLASS: Attend Tech rehearsal 7:00pm
- 21 Oct 10: Running Technical Rehearsal (opening night *Moises*)
- 22 Oct 13: Working with the House Manager **Read Chap 14**
- 23 Oct 15: Working with the House Manager

24 Oct 17: Keeping the Show in Hand. **Read Chap 15**
Closing Night Oct 19th Strike
25 Oct 20: Production Post-Mortem
26 Oct 22: Closing and Moving Touring **Read Chap 16**
27 Oct 24: Correspondence **Read Chap 20**
28 Oct 27: Organizing Information **Read Chap 19**
29 Oct 29: Calling a Musical
30 Oct 31: Calling a Musical
31 Nov 3: Working with an Orchestra
32 Nov 5: Working in a Hazardous Environment
33 Nov 7: Fire/Evacuation **Read Chap 17**
34 Nov 10: Fire/Evacuation
35 Nov 12: TBA (Possible guest speaker)
36 Nov 14 Production prompt Book Review
37 Nov 17: NO CLASS: Attend Tech Rehearsal 7:00 pm
38 Nov 19: Production Prompt Book Production
39 Nov 21: NO CLASS: Work on prompt books
Closing Night: Nov 22nd Strike
40 Nov 24: Production Post-Mortem
41 Nov 26 **Thanksgiving: No Class**
42 Nov 28 **Thanksgiving: No Class**
43 Dec 1: Prompt Book review: Completed scripts and plots due
44 Dec 3: Prompt Book Feedback
45 Dec 8 Final Exam (10:15 PM – 12:15 PM)