Las Positas College 3000 Campus Hill Drive Livermore, CA 94551-7650 (925) 424-1000 (925) 443-0742 (Fax)

Course Outline for THEA 46

COLLEGE THEATER-MANAGEMENT

Effective: Spring 2017

I. CATALOG DESCRIPTION:

THEA 46 — COLLEGE THEATER-MANAGEMENT — 1.00 - 2.00 units

Participation in the business operations of scheduled productions in theater. Enrollment is for the duration of the production.

1.00 - 2.00 Units Lab

Grading Methods:

Letter or P/NP

Discipline:

MIN MAX 108.00 54.00 Lab Hours: **Total Hours:** 54.00 108.00

- II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 4
- III. PREREQUISITE AND/OR ADVISORY SKILLS:
- IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Have gained knowledge of various areas of theater management by actual participation in these duties in connection with productions of the theater department or other performing arts areas:

 B. Have worked on and have an understanding of some of the following areas of theater management:
 - - Stage managing
 - Assistant directing
 - 3. Publicity
 - 4. House managing
 - Ticket sales
 - Program preparation
 - Box office
- C. Have gained a fuller knowledge of the complex responsibilities involved backstage in a major theatrical production, and particular skills in the area of work.

V. CONTENT:

- A. Stage management and assistant directing
 - 1. Helping director organize and run auditions
 - Helping director organize and run rehearsals
 - Keeping stage manager's production book
 - 4. Recording blocking
 - Prompting actors at off-book rehearsals
 - 6. Running the technical rehearsal 7. Calling the show (technical cues)

 - Working as crew head during run of show
 Working as leader/supervisor backstage during run of show
 - 10. Text
- B. Creation and distribution of publicity
 - 1. Posters and flyers
 - 2. Press Releases
 - TV and radio announcements and programs

 - Publicity and production photos
 Special events Tri Valley Arts, Town Meeting previews, etc
 - 6. Logo sweatshirts
- C. House managing
 - 1. Recruitment and supervision of ushers
 - 2. Organizing front-of-house operations during run of show
- D. Ticket Sales
 - 1. Aggressively publicizing the show by word of mouth
 - 2. Selling tickets
- E. Program preparation
 - Organizing and writing copy for the program
 - 2. Typing program and creating layouts

- F. Box Office
 - 1. Printing and distribution of tickets
 - Running of box office during performances
 Bookkeeping and financial records

VI. METHODS OF INSTRUCTION:

- A. Learning by doing
 B. Readings on stage management
- C. Side by side collaborative work between director/teacher and stage manager and assistant director. Mentoring, discussions,
- one-to-one "lectures", both during and after rehearsals/performances

 D. Assignment of tasks; description/demonstration of work to be done; supervising of work; discussion of problems and issues

VII. TYPICAL ASSIGNMENTS:

A. Preparing a stage manager's production book, that contains all written material created for the production – cast list, contact sheet, rehearsal schedule, conflicts list, ground plan and blocking script. B. Reading selected chapters in Stage Management by David Stern C. Publicizing the production by the distribution of posters and flyers.

VIII. EVALUATION: A. **Methods**

- 1. Other:
 - a. Completion of assigned tasks
 - b. Level of diligence and timeliness in completing tasks c. Spirit of cooperation with staff, actors and colleagues d. Text

B. Frequency

No longer offered

IX. TYPICAL TEXTS:

- Stern, David Stage Management. Latest ed., Prentice Hall, 0.
 Ionazzi, Daniel Stage Management Handbook. Latest ed., Betterson Publications, 0.
 Sources of Publicity. Latest ed., -, 0.

X. OTHER MATERIALS REQUIRED OF STUDENTS: