

Las Positas College  
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## Course Outline for THEA 48D

### TECHNICAL THEATER IN PRODUCTION - MANAGEMENT

Effective: Spring 2019

#### I. CATALOG DESCRIPTION:

THEA 48D — TECHNICAL THEATER IN PRODUCTION - MANAGEMENT — 3.00 units

Participation in scheduled productions as manager of productions technical elements, including stage management, house management, and publicity management. Enrollment is for the duration of the semester. Students may participate in more than one production or event per semester.

1.00 Units Lecture 2.00 Units Lab

#### Prerequisite

THEA 48A - Technical Theater in Production - Beginning  
with a minimum grade of C  
(May be taken concurrently)

#### Grading Methods:

Letter or P/NP

#### Discipline:

- Drama/Theater Arts or
- Stagecraft

Family: Theater Management

	<b>MIN</b>
<b>Lecture Hours:</b>	18.00
<b>Lab Hours:</b>	108.00
<b>Total Hours:</b>	126.00

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

#### III. PREREQUISITE AND/OR ADVISORY SKILLS:

**Before entering the course a student should be able to:**

##### A. THEA48A

1. Demonstrate proficiency in the skills required for a technical theatre crew, specifically as they relate to backstage skills, running crew, costume crew, prop management, and general costume management and assistance.
2. Employ basic skills to address the technical demands of a theatrical production, as a member of the backstage and/or pre-production crew.
3. Execute assignment responsibilities in technical rehearsals, during production run, and strike.
4. Work safely and effectively in one or more of the following areas of technical theater:
  5. Props construction
  6. Set construction
  7. Scenery painting
  8. Lighting equipment rigging
  9. Work on a running crew
  10. Costume construction

#### IV. MEASURABLE OBJECTIVES:

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

- A. Coordinate with a team in creating the technical dimensions of a major theatrical production through participation, professionalism, and timely completion of given tasks
- B. Produce and organize an effective management and organization strategy in the assigned area of stage, house, or publicity management
- C. Apply knowledge of various areas of technical theater gained through active participation in technical work connected to productions of the Theater Department or other performing arts areas
  1. Interpret the management concept for a particular show
  2. Analyze the project overview
  3. Develop an expanded view of what it takes to put on a live production
  4. Identify various tasks involved
  5. Apply management terminology to various tasks, including goals and time management

## V. CONTENT:

- A. Upon completion of this course students will have an understanding of how to:
  - 1. Serve as a the Stage Manager (or assistant stage manger) for a live production
    - a. identify, organize, and manage the tasks involved in managing a show;
  - 2. Serve as a House Manager (or assistant house manager) for a live production:
    - a. organize the front of house teams to run the shows.
    - b. coordinate ticket sales and concessions for live audiences
    - c. maintain usher policies and proceedings
    - d. train staff
  - 3. Serve as a Publicity Manager for a theater organization
    - a. develop a concept for marketing strategies for the shows;
    - b. analyze the play for target audiences;
    - c. identify budget markers for theater productions;
    - d. set goals and timelines for publicity jobs;
    - e. coordinate with other on campus programs to establish marketing materials and initiatives
    - f. distribute marketing materials to key players on the campus, and within the larger, community area

## VI. METHODS OF INSTRUCTION:

- A. **Research** -
- B. **Directed Study** -
- C. **Work Experience** - Participation in various performance events as a means of experiential learning
- D. Presence and supervision during performances.
- E. **Lecture** -
- F. **Individualized Instruction** -

## VII. TYPICAL ASSIGNMENTS:

- A. Serve as a the Stage Manager (or assistant stage manger) for a live production:
  - 1. Assist the Director in running rehearsals
  - 2. Assist the Director in running rehearsals
  - 3. Set-up/strike rehearsal space
  - 4. Maintain the schedule
  - 5. Maintain a central communication bulletin board
  - 6. Keep detailed notes about each rehearsal
  - 7. Create Cue Lists
  - 8. Oversee the Tech Crew
  - 9. Run Tech rehearsals on the stage
  - 10. Call the show
- B. Serve as a House Manager (or assistant house manager) for a live production:
  - 1. Overseeing and organizing ushers
  - 2. Overseeing ticket takers and careful handling of ticket sales
  - 3. Lobby set up and program distribution for events and performances
- C. Serve as Publicity Manager for a live production
  - 1. Write newsletters, brochures, direct marketing pieces and other printed material.
  - 2. Cultivate and maintain media contacts
  - 3. Solicit, arrange and organize media interviews
  - 4. Organize and/or promote promotional events and conferences
  - 5. Write news releases, articles, and calendar listings ensuring consistency and accuracy.
  - 6. Distribute news releases to media
    - a. Field and respond to media inquiries generated by those releases
  - 7. Coordinate and oversee photo sessions for public relations
  - 8. Coordinate handling of reviewers
  - 9. Oversee the archiving of all press
  - 10. Responsible for design and/or placement of ads

## VIII. EVALUATION:

### Methods/Frequency

- A. Research Projects
  - One
- B. Portfolios
  - One, final
- C. Projects
  - Bi-weekly
- D. Class Participation
  - Through semester
- E. Class Work
  - Through semester
- F. Lab Activities
  - Weekly
- G. Final Performance
  - One

## IX. TYPICAL TEXTS:

- 1. Allison, M A *Survival Guide for Stage Managers: A Practical Step-By-Step Handbook to Stage Management.*, Outskirts Press, 2011.
- 2. Stern, Lawrence, and Jill Gold. *Stage Management.* 11th ed., Routledge, 2017.
- 3. Kincman, Laurie. *The Stage Manager's Toolkit.* 2ND ed., Routledge, 2017.
- 4. Carter, P. *Backstage Forms.*, Broadway Press, 1995.

## X. OTHER MATERIALS REQUIRED OF STUDENTS: