

Las Positas College  
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## Course Outline for THEA 48D

### TECHNICAL THEATER IN PRODUCTION-MANAGEMENT

Effective: Fall 2015

#### 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 50 - Stagecraft  
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. THEA50

#### IV. MEASURABLE OBJECTIVES:

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

- A. 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;
- B. Employ an awareness of the complex responsibilities and the teamwork involved in creating the technical dimensions of a major theatrical production. Demonstration proven through participation, professionalism, and timely completion of given tasks.
- C. Produce and Organize an effective management and organization strategy in the assigned area of stage, house, or publicity management demonstrate an understanding of the management concept for a particular show; analyze the project overview; identify various tasks involved; develop an expanded view of what it takes to put on a live production; 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 procedures
    - 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:

##### A. **Methods**

- 1. Portfolios
- 2. Projects
- 3. Class Participation
- 4. Class Work
- 5. Lab Activities
- 6. Other:
  - a. Evaluation and grading will be based on:
    - 1. the completion of assigned tasks;
    - 2. the level of diligence and timeliness in completing tasks;
    - 3. attitude plus the spirit of cooperation with staff and colleagues;
    - 4. safety observance.

##### B. **Frequency**

- 1. All evaluations will be completed upon individual project completion

#### IX. TYPICAL TEXTS:

- 1. Carter, P. *Backstage Forms.*, Broadway Press, 1995.
- 2. Allison, M A *Survival Guide for Stage Managers: A Practical Step-By-Step Handbook to Stage Management.*, Outskirts Press, 2011.
- 3. Stern, Lawrence. *Stage Management (10th Edition).*, Pearson, 2012.
- 4. Klnzman, Laurie. *The Stage Manager's Toolkit: Templates and Communication Techniques to Guide Your Theatre Production from First Meeting to Final Performance.*, Focal Press, 2013.

#### X. OTHER MATERIALS REQUIRED OF STUDENTS: