

Las Positas College  
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**Course Outline for THEA 46**  
**COLLEGE THEATER-MANAGEMENT**  
**Effective: Fall 2002**

**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:**

	<b>MIN</b>	<b>MAX</b>
<b>Lab Hours:</b>	54.00	108.00
<b>Total Hours:</b>	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:
  - 1. Stage managing
  - 2. Assistant directing
  - 3. Publicity
  - 4. House managing
  - 5. Ticket sales
  - 6. Program preparation
  - 7. 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
  - 2. Helping director organize and run rehearsals
  - 3. Keeping stage manager's production book
  - 4. Recording blocking
  - 5. Prompting actors at off-book rehearsals
  - 6. Running the technical rehearsal
  - 7. Calling the show (technical cues)
  - 8. Working as crew head during run of show
  - 9. Working as leader/supervisor backstage during run of show
  - 10. Text
- B. Creation and distribution of publicity
  - 1. Posters and flyers
  - 2. Press Releases
  - 3. TV and radio announcements and programs
  - 4. Publicity and production photos
  - 5. 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
  - 1. Organizing and writing copy for the program
  - 2. Typing program and creating layouts

F. Box Office

1. Printing and distribution of tickets
2. Running of box office during performances
3. Bookkeeping and financial records

VI. METHODS OF INSTRUCTION:

- A. Assignment of tasks; description/demonstration of work to be done; supervising of work; discussion of problems and issues
- B. Learning by doing
- C. Readings on stage management
- D. 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/performance

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**

IX. TYPICAL TEXTS:

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

X. OTHER MATERIALS REQUIRED OF STUDENTS: