

THFM-3802-001 and THFM-3802L-070

STAGE MANAGEMENT

Course Information

Fall, 2014

Lecture: TR 10:00-11:15 Room 3M58, Lab: TR 8:30-9:45, Room 1M29

Instructors:

Mykola (Nick) Kowalchuk

Office: 4T06 Phone: 284-9477

E-Mail: mr.kowalchuk@gmail.com

Office Hours: Tue, Thu 11:30-12:00

Tim Babcock

Office: 3T12 Phone: 786-9455

E-Mail: t.babcock@uwinnipeg.ca

Office Hours: TuTh 9:30-11:00 am and by app't

COURSE DESCRIPTION

The students in this course and THFM-4832(6) Problems in Stage Management are combined into a single class for the Fall term. Students in the General Program will finish this course with the exam in December. Those students in the Honours Program will continue with the practical component in the winter term.

The objective this course is to provide the student with the basic concepts in stage management. The student will be exposed to an introduction to the responsibilities of the stage manager as they relate to a given production after which a discussion of specific procedures and techniques will provide practical guides to the successful undertaking of those responsibilities.

At the conclusion of this course the student will have a solid theoretical grasp of production organisation and the rehearsal process and the stage manager's role as it relates to these.

The course is primarily composed of lecture sessions. The scheduled lectures (approx 39 hours), will offer a formal training ground wherein the tools and responsibilities of the stage manager will be presented and discussed.

An examination of the basic structure of the theatrical organization will provide an important platform from which the role of the stage manager can be examined. This offers an excellent introduction to the theatre in general and should prove valuable to any student with an interest in any aspect of the business.

From this point the student will be taken through the stage manager's duties from the first audition to closing night with practical class simulations wherever possible. Discussion of the computer as a tool of stage management will be included along with some related lab work.

TEXT: *Stage Management*, by Lawrence Stern

EVALUATION Work not submitted will be graded as 0 %.

Term Assignments (due Sept 30, Oct 9, Oct 30, Nov 20) (4 x 10%)	40%
Final Assignment (due Dec 4, 2014).....	25%
Final Examination (Wed, Dec 3, 1:30-4:30 pm, location TBA).....	25%
Class Participation.....	10%
TOTAL	100%

CONVERSION SCALE: For the calculation of the final grade the following conversion table will be used:

A+	90 – 100 %	GPA	4.5	C+	65 – 69.9 %	GPA	2.5
A	85 – 89.9 %	GPA	4.25	C	60 – 64.9 %	GPA	2.0
A-	80 – 84.9 %	GPA	4.0	D	50 – 59.9 %	GPA	1.0
B+	75 – 79.9 %	GPA	3.5	F	below 50 %	GPA	0.
B	70 – 74.9 %	GPA	3.0				

LATE ASSIGNMENTS: Assignments must be completed and submitted on time. Late materials will **NOT** be accepted unless prior arrangements have been made with the instructor concerned.

MINIMUM WORKLOAD: Lectures: 2.5 hrs/week, Research/Readings: 1 hr/week (minimum estimate)

Time allocation of lab sessions will vary but may be estimated at approximately twenty hours for the term. All work for this course will be completed by the exam date in December.

The responsibilities of stage management are such that punctuality, attendance, and preparation are mandatory. The student will be expected to perform in accordance with professional standards in these respects.

TENTATIVE SCHEDULE

September

Definition Of The Stage Manager's Responsibilities
– personal skills and aptitudes

Role Of The Stage Manager Within the Theatre Organization in Large and Small Theatres

The Stage Management Team
– roles and responsibilities of the Stage Manager, Assistant Stage Manager, and Apprentice Assistant Stage Manager.

Pre-Production Work

- Facilitating Auditions
- Setting Up The Office
- Setting Up A Filing System
- Reading & Digesting The Script in Prep Week
- Constructing The Prompt Script
- Plots & Lists
 - Scene Breakdown
 - Sound List
 - Prelim Props List
 - Prelim Wardrobe List
 - Prelim Costume Q/C Chart
 - Rehearsal Costumes List
 - Effects List (pyro, flying, fog, traps, mechanical FX)
 - Hanging Schedule
 - Fly Cue List
 - Revolve/Automation Cue List
 - Contact List
 - Cast List
 - Sc. Timing Chart
 - Health/Safety

October

First Contact With The Director
First Contact With The Cast
Personal Equipment Of The Stage Manager
Preparation Of The Rehearsal Hall
Preparing Rehearsal Schedules

November

Running Rehearsals

Writing Rehearsal Notes
 Updates To Documentation
 Daily Rounds (prior to rehearsal)
 Revise/Create Documentation
 Set-Up Of Rehearsal Room
 Blocking Notes
 Pre-Set Diagrams
 Spiking Set Pieces & Props, Actors Positions
 Production Meetings
 General Rehearsal Procedures

The Final Week In The Rehearsal Studio

Running Technical Rehearsals In The Theatre

First Day Onstage
 The Role of The Stage Manager re: Stage Weapons and Combat
 Sound/Lighting Equipment from the Stage Manager's Perspective
 Calling Cues
 Headset Protocol

Running Performances

Show run and maintenance
 Running Lists
 Crew Notes
 Timing Sheet
 Brush-Up Rehearsals
 Understudy Rehearsals

Closing The Show

Archival Information
 The Strike

Considerations Of A Career In Stage Management.

Lab Work

– generation of documentation using both Word and Excel
 Rehearsal Notes
 Rehearsal Schedule
 Petty Cash Form
 Prelim Lists/Plots (Sound, Props, Wardrobe)
 Cast Contact List
 Running Notes
 Pre-Set Lists

"THE REAL THING" LECTURE SERIES

The Department of Theatre and Film is presenting a series of six lectures which will be held on Wednesdays during the free period (12:30-13:20) in Theatre 1T15. Please note the dates in your diary **NOW**: Sept 17, Oct 22, Nov 12, Jan 14, Feb 11, Mar 11. This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. These speakers will specifically address issues related to "the business of the business."

Attendance at **ALL** lectures is **MANDATORY** for **ALL Honours students in Theatre (all areas), as well as students in: THFM-3101 Acting III: General, THFM-3201 Styles in Design, and THFM-3801 Production II.** Two percent (2%) of the student's final grade in the core course (above) will be deducted **for each lecture missed** to a maximum of ten percent (10%). Please arrange your schedule **NOW** so that you are available for these lectures; attendance will be taken. **If you absolutely cannot attend, you must discuss this with your professor PRIOR to the event (don't call Patty).**

Attendance for potential Theatre Honours/majors and for Film majors is optional but highly recommended.

2014 ORIENTATION ASSEMBLY

Each year in September we hold an *Orientation Assembly* to introduce our new students to faculty and other students; to provide information about the department, its various activities and those of its professors; and to provide news about what's coming up. This year our *Orientation Assembly* will be held on **Wednesday, September 10, 2014, 12:30-13:20 in Theatre, 1T15. ATTENDANCE IS COMPULSORY** for all Majors and Honours students. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

BUILDING SECURITY

The Asper Centre for Theatre and Film (which houses the Department of Theatre and Film) is open from 8:00 am-5:30 pm weekdays. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes MUST have an access card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

ELECTRONIC COURSE OUTLINE ADDENDA

Students must check our website at <http://theatre.uwinnipeg.ca/tbooking.htm> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film, Access Card/Building Use Policy AND Room Booking Instructions*. The link to the electronic *Online Room Booking Form* is also found at this location. Please read and note all instructions carefully.

GENERAL NOTES

This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the UHREB before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/index/research-human-ethics> for submission requirements and deadlines."

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

UWinnipeg promotes a scent-free environment. Please be respectful of the needs of classmates and the instructor by avoiding the use of scented products while attending lectures. Exposure to perfumes and other scented products (such as lotion) can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities.

Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, s/he should withdraw from this course immediately.

Cellular phones **MUST** be turned off during classes and examinations; texting is **NOT** permitted in class.

Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.

It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.

Students are strongly advised to read the section of the *University of Winnipeg Calendar* (found on-line at <http://www.uwinnipeg.ca/index/cms-filesystem-action/pdfs/calendar/RegulationsandPolicies.pdf>) for information on Registration, Grading, Academic Misconduct including plagiarism, and Appeals.

THURSDAY, OCTOBER 23, 2014 is the final date to withdraw without academic penalty from courses which begin in September and end in November, 2014 (Fall 2014 Term).

STUDENT PARTICIPATION POLICY

Theatre is a communal art form in which a number of interdependent artists and crafts people co-operate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals both within and outside of class times; and, in short, to exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

COURSE CONTENT NOTE

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.