

UNIVERSITY OF WINNIPEG DEPARTMENT OF THEATRE AND FILM

THFM-3807-001 (3 credit hours)

THEATRE PRODUCTION OPERATIONS AND MANAGEMENT

Course Information

Fall 2014
Tue/Thu 11:30 am - 12:45 pm
Room 2T21

Instructor: Aaron Frost
Office: 1T13 Phone: 204-786-9246
E-Mail: a.frost@uwinnipeg.ca
Office Hours: Mon 1:30-2:30 pm
Wed 9:00-10:00 am and by appointment

Instructor: Tim Babcock
Office: 3T12 Phone: 204-786-9455
E-Mail: t.babcock@uwinnipeg.ca
Office Hours: Tue/Thu, 9:30-11:00 am
and by appointment

PREREQUISITE: THFM-2801(6) and Permission of the Instructor

The objective of this course is to further the technical production training begun in the Production I course with the introduction of management concepts as they apply to production operations for theatre and film.

During the 36 hours of scheduled lectures, students will begin to examine the roles of the technical manager as they relate specifically to the provision and management of supplies, personnel and equipment in the modern production setting. Practical applications of these principles to theatre and film production will be introduced along with rudimentary bookkeeping and budgeting. The study of theatrical facilities will be continued as essential background for the technical manager.

The course is primarily comprised of lecture sessions and may be taken alone or as a complimentary pre- or co-requisite to the THFM-3801 Production II in order to optimally balance the theoretical and practical components between the two.

EVALUATION

Assignments* (normally 5 assignments x 12% distributed evenly over the term)	60%
Final Examination (Dec 10, 9:00 am-12:00 noon)	30%
Class participation	10%

Total	100%

* **NB:** The nature of the course and the emphasis on time management requires that the class discuss and the students establish most of their own submission deadlines after consideration of their production commitments. For this reason a specific schedule cannot be established in advance however it is a requirement that at least two of the assignments worth a minimum of 20% will be due by Oct 15,

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	85-89.5%	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			

Work not submitted will be graded as 0. All work for this course must be completed by the final examination date.

LATE ASSIGNMENTS: All project work and papers must be submitted on time. Late assignments will **not** be accepted unless prior arrangements have been made with the instructor concerned.

TEXTS

Backstage Handbook by Paul Carter; Broadway Press, Louisville Kentucky
Theatrical Design and Production by J.M. Gillette; Harper and Row

In addition to the required texts the student is directed to several other books and periodicals that are available as reference sources. These include:

1. *Scene Technology* by Richard L. Arnold; Prentice Hall
2. *Scene Design and Stage Lighting* by Wolf and Block; Thomson Wadsworth
3. *Scene Design, Stage Lighting, Sound, Costumes and Make-up* by W.P. Bellman; Harper and Row
4. *Scenery for the Theatre* by H. Burris-Meyer and B.C. Cole; Little Brown and Company
5. *Stage Scenery, Its Construction and Rigging* by A.S. Gillette and J.M. Gillette; Harper and Row
6. *Theatre Crafts International*, a monthly periodical available in the library.

Students will be expected to have a 3-ring binder, a pencil, a geometry set, a 16ft. standard (Imperial) tape measure, and an Imperial measure (Architect's) scale ruler for every session.

MINIMUM WORKLOAD: Lectures: 3.0 hrs/week, Research/Readings 3.0 hrs/week (estimated)

In addition to the above, variable computer labs will be held select Tuesday and Thursdays from 8:30-9:45 in 1M29 and should be estimated at six hours total for the term.

"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 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.