

**PRODUCTION OPERATIONS AND MANAGEMENT**

Fall 2016  
Tue/Thu 11:30 am - 12:45 pm  
Room 2T21

Instructor: Aaron Frost  
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Office Hours: Mon 1:30-2:30 pm  
Wed 9:00-10:00 am and by appointment

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Office Hours: Mon/Wed, 9:30-11:00 am  
and by appointment

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**PREREQUISITE:** THFM-2801(6).

**COURSE DESCRIPTION**

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.

Students will explore 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 THFM-3801 Production II to balance the theoretical and practical components between the two.

**TEXTS**

*Backstage Handbook* by Paul Carter; Broadway Press, Louisville Kentucky  
*Scene Design and Stage Lighting* by Wolf and Block; Thomson Wadsworth

In addition the following books and periodicals can be valuable supplementary library references:

1. *Scene Technology* by Richard L. Arnold; Prentice Hall
2. *Theatrical Design and Production* by J.M. Gillette; Harper and Row
3. *Scene Design, Stage Lighting, Sound, Costumes and Make-up* by W.P. Bellman; Harper and Row
4. *Scenery for the Theatre* by H. Burriss-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. It's recommended the students accompany their person with a laptop with Microsoft Office installed (Excel).

**EVALUATION**

Assignments* (normally 5 assignments x 12% distributed evenly over the term).....	60%
Final Examination (TBA) .....	30%
Class participation .....	10%
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<b>TOTAL .....</b>	<b>100%</b>

**\* Assignment Schedule And Late Submissions**

The nature of the course and the emphasis on time management requires that 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 Nov 1<sup>st</sup>. Once deadlines have been established by the students, 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.

**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				

Work not submitted will be graded as 0%.

**CRITERIA FOR GRADING PARTICIPATION**

The criteria the instructor considers in assigning participation marks includes the following points (which reflect the above remarks):

- Preparation:** Was the student prepared for class, including demonstrating she/he read the required readings in a timely manner?
- Quality of the participant's contributions to the discussion:** Did the student contribute some relevant remarks about matters arising in the discussion?
- Nature of the participant's interaction with others:** Did the student listen well? Did she/he encourage others to speak up? Did she/he ask helpful questions or offer useful follow-up remarks to keep the flow of the conversation polite and relevant?
- Some negative points:** Excessive digressions; verbal or non-verbal hostility, indifference, boredom, ridicule; over-eagerness to contribute; refusal to put any views on the table; Facebooking, texting, emailing, and the like.
- Environment conducive to scholarly interactions:** The student helped maintain an environment conducive to scholarly interactions (e.g. respecting fellow students, which is important since it is more likely to lead to lively debates and discussions). In other words, students helped generate an environment where all participants felt comfortable and motivated.
- Attendance:** Students should note very, very carefully that in this scheme missing several class sessions will lower one's mark exceedingly. Even if your participation is very good, missing many classes can result in a very low participation mark.

**MINIMUM WORKLOAD**

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

In addition to the above, variable computer labs may be held, time and location TBD.

## **"THE REAL THING" LECTURE SERIES**

The Department of Theatre and Film is presenting a series of six lectures which will be held during the free period (12:30-13:20) in Theatre 1T15. Please note the dates in your diary **NOW**: Wed Sept 21 (clowns Morro and Jasp), Mon Oct 17, Wed Nov 9, Wed Jan 18, Mon Feb 27, Mon Mar 13. 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.

## **2016 ORIENTATION ASSEMBLY**

Each year in September we hold an *Orientation Assembly* to welcome students to the new term, introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver news about what's coming up. This year our *Orientation Assembly* will be held on **Wednesday, September 14, 2016, 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.

## **TAFSA**

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. We are looking forward to regular **Performance Jams, Socials**, and the very popular **24/7 Event** during which students move into our building and five plays are written, rehearsed, produced, and presented – all in a period of 24 hours! And this year, for the first-time, TAFSA is planning a **Play Festival** (Jan 11-14). Please join TAFSA to find out more at its organizational meeting: Mon Sept 19, 12:30-1:20, Room 0T10. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

## **BUILDING SECURITY**

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am and 5:30 pm weekdays only. 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.

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 with documented disabilities, or 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](mailto: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 are strongly advised to read the section of the *Academic Calendar* (found on-line at <http://uwinnipeg.ca/new-faculty-handbook/appeals-and-academic-misconduct.html>) for information on Academic Misconduct including plagiarism, and Appeals.

Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/research/human-ethics.html> 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](http://www.uwinnipeg.ca/respect).

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

**TUESDAY, NOVEMBER 1, 2016** is the final date to withdraw without academic penalty from courses which begin in September 2016 and end in December 2016 of the 2016 Fall 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**

#### All Theatre and Film Classes

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.