

UNIVERSITY OF WINNIPEG
DEPARTMENT OF THEATRE AND FILM

THFM 2802 – 001
The Business of Theatre

COURSE INFORMATION

Winter 2020
T/Th 16:00-17:15
Room 3M62

Instructor: Hope McIntyre
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Office Hours: by appointment

COURSE DESCRIPTION

The objective of this course is to provide students in all areas of theatre with the basic concepts involved in the business side of a career in theatre. The course breaks down into two key areas – 1) managing your career as a freelance arts worker, and 2) managing an independent theatre project.

The course is comprised of lecture and seminar sessions and will offer a basic vocabulary for career and project management appropriate for students pursuing studies in **ALL** disciplines of the theatre industry. Wherever possible, lectures will be accompanied by guest speakers and discussion with noted members of the professional community.

Students will be taken through the following topics with an emphasis on strategies for establishing and maintaining themselves as a small business and for launching and disseminating independent theatre projects:

- seeking employment
- unions
- taxes for freelance arts workers
- etiquette and professionalism
- registering a theatre company as a “non-profit” or “charitable”
- what it means to have a board
- writing applications for grants
- submissions to festivals and presenters
- communications and scheduling
- the basics of managing a theatre project from both the producing and production management perspectives (including budgets)

The responsibility of any professional in the theatre industry is such that punctuality, attendance, and preparation is mandatory. The student will be expected to perform in accordance with professional standards in these respects.

TENTATIVE SCHEDULE

NB: An exact schedule will be developed and provided on the first day of class, but due to the need for guest speakers and the limitations of their schedules, some flexibility in the specific topics offered will be exercised over the term. Assignment deadlines will not change.

Week 1 – Course Overview and Intro to Theatre Structures

Week 2/3 – Working in Theatre/Unions/Freelancing

Week 4 – Theatre Companies

January 30 - completed reading of required textbook

Week 5/6 – Submissions/Getting work

Week 7/8 – Funding/Budgets

Week 9/10 – Project Management

Week 11 – The Changing Theatre Industry

Week 12 – Goal Setting/Debrief

MARK DISTRIBUTION

Self-Employment Project (due January 28)	10%
Submission Project (due February 13)	15%
Grant Application Project (due March 12)	25%
Final Production Project (due April 14)	30%
Response Papers and Group Presentations*	10%
Class Participation	10%
TOTAL	100%

*Short response papers or group presentations will occur as a response to guest lectures and readings.

EVALUATION CRITERIA

Participation: Work done in class will be evaluated on the student's level of commitment, presence and willingness to explore topics being discussed. Ability to apply instruction, demonstrate preparedness, being focused in class without distraction, along with constructive interest in the development and support of the group dynamic will be factors in grading. For those who do not feel comfortable speaking in a large group scenario, a contribution can be made in smaller group discussions and in-class activities. Quality over quantity of contribution to discussion will be weighed. Even if participation is very good when a student is present, missing classes will limit opportunities to participate, and therefore affect the participation grade.

Self-Employment Project: This project will be focused on the application of elements explored in class and required by a self-employed individual in the theatre industry. Evaluation will be based on extensiveness of research, application of research, inventiveness, and thoroughness of presentation.

Submission Project: This project will focus on creating a strong submission to a festival, and will be evaluated based on:

- following the guidelines and meeting the criteria of submission
- clarity
- thoroughness
- a strong pitch and presentation

Grant Application Project: This project will focus on creating a strong grant application, and will be evaluated based on:

- following the guidelines and meeting the criteria of the grant
- clarity in describing the project, its artistic impact, and feasibility
- thoroughness while maintaining the stated word limit
- strong pitch that sells the project
- realistic budget

Final Production Project: This project will focus on creating paper work to support producing/managing a theatre project, and will be evaluated based on:

- thoroughness of paperwork
- demonstrated application of concepts covered in class
- clear and clean presentation of information

Response Papers and Group Presentations: Throughout the course students will be expected to complete one-page response papers for assigned readings or present key information from assigned readings in small groups. Evaluation will be based on effort, clarity of information, discoveries, effective group communication, as well as evidence of processing information from the reading and how it relates to lessons in the class.

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%	GPA	2.5
A	80 - 89%	GPA	4.0	C	60 - 64%	GPA	2.0
B+	75 - 79%	GPA	3.5	D	50 - 59%	GPA	1.0
B	70 - 74%	GPA	3.0	F	below 50%	GPA	0

Work not submitted will be graded as 0.

DEFINITIONS OF GRADING DESCRIPTIONS

A+ Exceptional. Thorough knowledge of concepts and/or techniques and exceptional skill **AND** great originality in the use of those concepts/techniques in satisfying the requirements of an assignment.

A Superior. Thorough knowledge of concepts and/or techniques and exceptional skill **OR** great originality in the use of those concepts/techniques in satisfying the requirements of an assignment.

A- Excellent. Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment.

B+ Very Good. Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts/techniques in satisfying the requirements of an assignment.

B Good. Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment.

C+ Competent. Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment.

C Fairly Competent. Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an assignment.

D Barely Passing. Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment.

F Failing.

POLICY ON LATE ASSIGNMENTS

Late assignments will be penalized at the rate of 2% per day (weekends included). Extensions may be granted but only **BEFORE** the due date and with a valid reason, at the professor's discretion. Assignments are accepted in class or at the Department Office (3T03).

It is the student's responsibility to keep a photocopy or computer disk copy of ALL assignments handing in for grading; in the event of loss or theft a duplicate copy of the assignment is required.

REQUIRED TEXTS

Theatre Management: Arts Leadership for the 21st Century by Anthony Rhine

RECOMMENDED TEXTS

Readings will be drawn from multiple texts and provided digitally, for those wanting further information the following books are great resources:

The Actors Survival Kit, 5th Ed. by Peter Messaline and Miriam Newhouse

The War of Art by Stephen Pressfield

Write it Down, Make it Happen by Henriette Anne Klauser

The Art of Governance: Boards in the Performing Arts edited by Nancy Roche and Jaan Whitehead

Arts Leadership: Creating Sustainable Arts Organizations by Kenneth Foster

Management and the Arts, 3rd Ed. by William J. Byrnes

Performing Arts Management: A Handbook of Professional Practices by Tobie S. Stein and Jessica Bathurst

How to Run a Theatre: Creating, Leading and Managing Professional Theatre 2nd Ed. by Jim Volz

How to Start Your Own Theatre Company by Reginal Nelson and David Schwimmer

The Art of Relevance by Nina Simon and Jon Moscone

The Cycle: A Practical Approach to Managing Arts Organizations by Michael Kaiser and Brett Egan

PROTOCOL

Teacher and students are responsible for a creative, supportive and protective atmosphere in order to best serve the work. Students must accept artistic individualities and help their colleagues with constructive criticism. The unity, creativity, and health of the class are more important than any personal or artistic differences.

Professional conduct is expected at all times. Frequent absenteeism, lateness, or failure to meet reasonable standards of responsible behaviour in relation to classmates and instructors will not be tolerated.

Work submitted for evaluation must be either typed or text processed.

ATTENDANCE AND LATENESS

Given that this is a course with a strong emphasis on discussion and guest lectures, participation and being present in class are necessary for the learning experience.

- Unexcused absences will be penalized at a rate of 1% per instance.
- Attendance and punctuality will be recorded at the beginning of every class.
- Excused absences or lateness require a medical note or prior arrangement with the instructor. It is at the instructor's discretion whether or not to excuse a non-medical absence.
- If there are barriers to attendance, please discuss with the instructor in advance so that arrangements can be made to allow for a successful learning experience.

HEALTH AND ACCESSIBILITY SERVICES

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (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. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of your fellow classmates and your 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. We are asking for your cooperation to create a scent-free environment **on campus** by students, faculty and staff.

"THE REAL THING" LECTURE SERIES

The Department of Theatre and Film presents a series of six lectures which will be held on **Wednesdays during the free period (12:30-13:20) in Theatre 1T15**. Winter term dates are as follows:

FRIDAY, January 24th (note this is Friday rather than Wed): Kayla Gordon: *Producing Independent Theatre*

Wednesday, February 12th Sharon Bajer: *Navigating Intimacy in theatre and film for actors, directors and Stage Managers*

Wednesday, March 4th Kelly Thornton and Audrey Dwyer: *Meet the new Artistic Team at RMTC*

This series features speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. These speakers specifically address issues related to “the business of the business.”

Attendance at **ALL** lectures is **MANDATORY** for **ALL Honours students in Theatre (4000-level courses, all areas), as well as students in: THFM-3101 Acting III: General, THFM 3110 Screen Acting, THFM-3201 Styles in Design, THFM-3801 Production II, and THFM 3920 Musical Theatre**. Penalties for absence may be assigned by individual instructors.

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

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. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend. Please plan to attend our assembly next September!

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. Activities organized by TAFSA include regular **Performance Jams, Department parties** and **Socials** as well as **DioFest** (a new play festival featuring student written and produced plays), and **24/7** (an event in which students move into our building and several plays are written, rehearsed, produced, and presented – all in a period of 24 hours!).

To find out more, please join TAFSA at their meetings, every second Monday from 12:30-13:20 pm in 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 to 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.

All studios and labs are locked outside of building hours. Evening and weekend access can be added to your student card by visiting Melinda in the Department office, 3T03.

ELECTRONIC COURSE OUTLINE ADDENDA

Students must check our website at <http://uwinnipeg.ca/theatre-film> 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.
- When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via uwinnipeg email (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and

Chair/Dean so that class cancellation forms can be posted outside classrooms. ***Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***

- Students are strongly advised to read the sections 8, 9, and 10 of the *Academic Calendar* for information on Academic Misconduct including plagiarism, and Appeals (found on-line at: <http://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>).
- Detailed information regarding these policies can be found at the following:
 - Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>
 - Non-Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf>
- *Misuse of Filesharing Sites*. Uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) involves “aiding and abetting” plagiarism. Students who do this can be charged with Academic Misconduct.
- *Avoiding Copyright Violation*. Course materials are owned by the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor /presenter before photographing or recording slides, presentations, lectures, and notes on the board.
- 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.
- 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>

VOLUNTARY WITHDRAWAL DATES (all courses)

The voluntary withdrawal dates for each term, without academic penalty, are:

- **FALL TERM COURSES:** November 12, 2019 for Fall courses which begin September 2019 and end December 2019
- **FALL/WINTER TERM COURSES:** February 14, 2020, for Fall/Winter courses which begin September 2019 and end April 2020
- **WINTER TERM COURSES:** March 13, 2020, for Winter courses which begin January 2020 and end April 2020

Please note that withdrawing before the VW date does not necessarily result in a fee refund.

STUDENT PARTICIPATION POLICY & COURSE CONTENT

Theatre & Film are communal art forms in which a number of interdependent artists and crafts people cooperate 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, meetings or shoots both within and outside of class times; and, in short, 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.