Syllabus

DATE OF LAST REVIEW: 02/2013
CIP CODE: 24.0101
SEMESTER: DEPARTMENTAL SYLLABUS
COURSE TITLE: Stage Management
COURSE NUMBER: THTR0185
CREDIT HOURS: 03
INSTRUCTOR: DEPARTMENTAL SYLLABUS
OFFICE LOCATION: DEPARTMENTAL SYLLABUS
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KCKCC issued email accounts are the official means for electronically communicating with our students.

PREREQUISITES: None

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION: The course is designed to enable students to understand and apply the fundamental methods, techniques and responsibilities of the Stage Manager in Theatrical Production, from pre-production to auditions and from the first rehearsal through closing night and strike.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Characteristics of a good stage manager
   A. Professional attitude
B. Goals

II. Scheduling and company rules
   A. The master calendar
   B. Rehearsal schedules
   C. The callboard
   D. Staff meetings
   E. Company rules

III. Budgeting

IV. Script preparation
   A. The prompt script
   B. Understanding the script
   C. Plots

V. Expediting auditions and readings
   A. Posting notes
   B. Controlling scripts
   C. Obtaining information
   D. Controlling forms
   E. Controlling a cast list

VI. Rehearsal procedures
   A. Preset diagrams
   B. Rehearsals away from the stage
   C. Rehearsal calls
   D. Calling and pinpointing cues
   E. Blocking notation
   F. French scene diagrams
   G. Spiking set pieces
   H. Prompting
   I. Warning
   J. Maintaining order
   K. Giving rehearsal, publicity, and costume calls
   L. Posting running orders
   M. Timing rehearsals and performances
   N. Keeping a rehearsal log
   O. Submitting rehearsal reports
   P. Accident prevention and reports
   Q. Keeping a Do-List

VII. Running the technical rehearsal

VIII. Running the show
   A. Check lists
   B. Giving cues
   C. Timing curtain calls
   D. Walking the curtain

IX. Equipment and the theatre
   A. Personal equipment for stage managers
   B. Stage diagrams
   C. Fuse boxes
D. Diagramming lighting instrumentation
E. Information packets

X. Supervising lighting
A. Preparing a lighting sheet
B. Regeling plans/lighting schedule
C. Area lighting diagrams
D. Gel patterns

XI. Supervision of shifts
A. Shift plot charts
B. Take-in
C. Crew briefing
D. Scene dock
E. Shift inspection
F. Scene shift diagrams
G. Audience caution
H. Upkeep of sets

XII. Closing and moving
A. Strike plan
B. Changeover schedule
C. Moving the show
D. Itineraries

EXPECTED LEARNER OUTCOMES:
Upon successful completion of this course, the student should be able to:
A. Describe the duties of a stage manager.
B. Identify and describe effective rehearsal procedures.
C. Successfully run a technical rehearsal
D. Successfully run a production.
E. Effectively organize post-production information.

COURSE COMPETENCIES
Describe the duties of a stage manager.
1. The learner will identify and employ proper terminology for communication in the field of Theatrical Stage Management.
2. The learner will evaluate successful communication paradigms.
3. The learner will experience alternative media and tools for Stage Managers.
4. The learner will prepare successfully for a production.
5. The learner will identify production theories and models of organization which may help optimize their time in a production situation
6. The learner will identify terms used by designers and directors to communicate with the production staff.
7. The learner will exemplify the collaborative process of theatrical production.
8. The learner will exhibit thinking skills including problem solving, creative thinking, and analysis both qualitative and quantitative.
9. The learner will demonstrate proficiency in the use of current technology for information processing.
Identify and describe effective rehearsal procedure
10. The learner will explain methods of successful script preparation
11. The learner will explain methods of expediting auditions and readings
12. The learner will explain methods of proper rehearsal procedures

Successfully run a technical rehearsal
13. The learner will generate effective Check lists
14. The learner will generate effective Sign in sheets for actors and crew.
15. The learner will provide examples of effective lighting cue notation and execution
16. The learner will demonstrate effective notation and calling of sound cues
17. The learner will demonstrate effective notation and calling of scene shift cues
18. The learner will demonstrate effective notation and calling of actors’ cues
19. The learner will describe effective methods of giving technical notes

Successfully run a production.
20. The learner will describe effective methods of actor management.
21. The learner will describe effective methods of crew management.
22. The learner will describe effective methods of communication with house managers and front of house staff.

Effectively organize post-production information.
23. The learner will describe an effective strike plan.
24. The learner will describe methods of effective post-production wrap up.

ASSESSMENT OF LEARNER OUTCOMES:
Assessment methods may include, but are not limited to, the following: homework, quizzes, class participation, chapter tests, essay papers, project journals, laboratory work, and a final examination and project of a completed production prompt book.

The grading scale and the process for calculating the course grades are to be determined by the individual instructors. This information will be included in each instructor’s syllabus.

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

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be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

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