

STAGE MANAGEMENT (Introductory 2 credit Course-undergraduate)

Vandy Scoates

COURSE DESCRIPTION:

An introduction to stage management concentrating on the collaboration and management. This course examines the role of the Stage Manager and will emphasize basic strategies for note taking, problem solving, self-assessment, management and organization. This course teaches methods of approaching, developing, communicating, collaborating, researching and executing a theatrical production from the management standpoint.

COURSE OBJECTIVE:

Introduces students to the process and responsibilities of stage management focusing on production duties, rehearsal responsibilities and production obligations.

TEXTS & MATERIALS:

REQUIRED TEXTS:

- The Stage Management Handbook by Daniel A. Ionazzi
ISBN: 978-1-558-70235-6 (Available at the Bookstore and Online used)
- Working Together in Theatre: Collaboration and Leadership by Robert Cohen
ISBN: 978-0-230-23982-1 (Available in Bookstore, Online and in Digital form)

REQUIRED MATERIALS:

- 8.5"x11" Notebook, loose-leaf paper, laptop computer, or tablet to take notes.
- 2"-3" Black Binder and Dividing Tabs (if you are not turning in **ALL** assignments digitally)

PROJECTS AND ASSIGNMENTS:

CLASS STAGE MANAGER

Every student will be part of a Class Stage Manager rotation where they will be acting stage manager for their class period. Your Class Stage Management duties are worth 10% of your final grade. The daily Class Stage Manager will be required to do the following

- Take attendance
- Take notes for the class on their days in a "Class Report".
- Email out the "Class Report" to all member of the class by 5pm that day
- Make any announcements given to you by your fellow classmates, myself, or the department. All

announcements must be approved by me before being sent out in the report.

All class and reading notes will be included in the final production notebook. When acting as Class Stage Manager you will be required to bring in anything you may need to take notes for the class period.

For the first several class periods there will also be an ASM assigned in order to help those newer to stage management get acquainted with the process before acting as full stage managers. The ASMs will be required to do the following:

- Take attendance for the Stage Manager
- Take your own notes for the class period
- Review the their notes and the notes of the Stage Manager quickly after class to make sure everything is covered.

You will be given the Class Stage Manager schedule during the second class period. If you know you will be absent on any day that your are scheduled to manage (SM or ASM) you are required to contact the class stage manager for the next class period to switch days. **It is your responsibility to secure a replacement** for the class period. If you do not secure a replacement for your class you will lose 5% of your Class Stage Manager Grade.

READINGS:

You will also have required reading from Cohen's *Working Together in Theatre* and Ionazzi's *Stage Management Handbook*. Required reading will be assigned from both of these books. This book will also be helpful for future classes if you decide to continue your education in Stage Management. There will also be handouts and supplemental reading material handed out in class that will be required.

You will be taking notes on all reading done for this class and the notes will be handed in at the midterm and final in your notebook. In addition various reading assessment quizzes will be given throughout the semester to show me that you understand the material. During these quizzes you will be able to use all your reading notes.

PRODUCTIONS:

You are required to see *Taming of the Shrew* this semester. You will write a Stage Management assessment or self evaluation on the show using the information we have learned in class or from your personal experience in this or other productions.

WRITTEN WORK:

When completing written assignments please take advantage of the writing center for help in the Geisler Library. This resource is not just for people who are "bad at writing". Everyone can improve their writing skills as they will help you in any career you chose. Take advantage of this amazing resource and watch your grades improve. You can book at appointment on the website:
<https://departments.central.edu/tutoring-writing-center/>

Management Assessment/Self-evaluation-

There will be two Assessments due during the semester. You MAY NOT do a reflection self-assessment on a production in which you were involved as an actor, audience member or crew member.

The current management assessment can be done as if you were involved in the production as a audience member, actor or crew member on a production done between January-May 2015. If you acted as a Stage Manager or Assistant Stage Manager you must do the assessment as a self-evaluation and should answer the questions from a self-evaluation standpoint/ insider point of view versus the observations made by someone not involved in management.

All assessments should be between two to three (2-3) pages double-spaced and can be done in outline form.

Assessment should include:

- A synopsis of the play's plot
- A description of design of the show
- A description of the acting, style, and directing to the best of your ability
- Assessment of the management aspects of the production. For stage management this

may include: cue calling, punctuality and general production flow. For House Management this may include: house cleanliness/organization, punctuality, box office.

- What (if anything) do you think could have been done to improve the flow of the performance from a Stage Management stand-point.

Class Notes-

Every student will be part of a Class Stage Manager rotation where they will be acting stage manager for their class period. The acting stage manager will take all notes for the class on their days and email all notes to the entire class at the end of the period in a “Class Report” due by 5pm that day. All class notes will be included in the final production notebook.

Each time you take class notes they will be worth 33% of your final Class Stage Manager grade. Your grade will be based on two criteria: getting the notes out by 5pm the day you class stage manage and your note taking skills. These note taking skills should improve throughout the semester as you hone your techniques and implement the feedback I will be giving you.

Reading Notes-

You will be required to take notes on **ALL** reading assignment in the class. These notes will be part of your final production notebook. These notes will also be used to aid you in your reading comprehension quizzes given throughout the semester.

TESTS & QUIZES:

Reading Comprehension quizzes

You will be given four (4) quizzes throughout the semester based on the reading we will do for class. These quizzes are worth 10% of your final grade and are meant to help assess your understanding of the reading. You will be allowed to use all your reading notes for all the comprehension quizzes.

(Please read only the following pages of the Equity Handout PDF: **1-2, 4-10, 15- 16, 21, 23-27, 52-54, 75-81, 92-98**. You are more than welcome to read the whole handbook but the reading quiz will only consist of the pages seen above. As with all readings for this class, you should start and/or end reading at the section breaks of pages assigned.)

Situation Tests

There will be two (2) during the course of the semester at the Midterm and Final. These tests will be short answer. The tests will give several examples of real Stage Management situations. Your answers will reflect how you would react to these fictitious scenarios. Each test will be worth 5% of your grade

PRODUCTION NOTEBOOK:

Your production notebook will be the main part of your grade and will include all notes and work done throughout the semester. The notebook can be done digitally, as a hard copy or a combination of both. In any case the final notebook must be presented in a well-organized and neat manner.

You will also highlight and add notes to parts of the class reports that you feel are relevant, or that you think are missing information.

You will turn in an in-progress notebook at the midterm and will be given a non-recorded “grade”. This “grade” will reflect what you would get on the notebook in its current state. You will be given notes and suggestions on how to improve said notebook for your final. The grade given on your midterm notebook will not count towards your final grade and is given to help you improve your notebook for the final. Though this grade is not recorded, if noted improvements are not made for the final production notebook your final grade may be similar to your mid-term one.

Final Production Notebook will include:

- All class reports from the semester (20%)

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- Highlights and notes on class notes (30%)
- All reading notes from class (20%)
- Well-organized and neat presentation (15%)
- Contact list for the class (5%)
- All exercises and handouts given in class (5%)
- All Quizzes and Tests given in class (5%)

GRADING:

Grading Breakdown:

Reading Comprehension Quizzes (4 Total)	10% of Final Grade
Situation Tests (2 Total)	10% of Final Grade
Management Reviews/Self-Assessment (2 Total)	20% of Final Grade
Class Stage Manager Duties	10% of Final Grade
Final Notebook	30% of Final Grade
Class Participation	20% of Final Grade

CLASS PARTICIPATION:

This class is based on discussions and learning from your classmates. You must actively participate in discussions and answer questions in order to succeed.

I consider good class participation to be:

- Active listening
- Asking and answering questions
- Participating in class discussions
- Making helpful comments on your classmates' and your own work
- Keeping up with assignments and readings in order to be informed for discussions

GRADE PERCENTAGE BREAKDOWN:

92%-100%---A	90%-91%----A-	88%-89%----B+	82%-87%----B
80%-81%----B-	78%-79%----C+	72%-77%----C	70%-71%----C-
68%-69%----D+	62%-67%----D	60%-61%----D-	59%----- F