

# THEA G161: STAGE MANAGEMENT

Item	Value
Curriculum Committee Approval Date	04/21/2020
Top Code	100700 - Dramatic Arts
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)
Local General Education (GE)	• GWC Arts, Lit, Phil, Lang (GC)

## Course Description

This course teaches processes and techniques to manage the preparation, rehearsal, and performance of theatrical productions. Basic skills to be introduced include blocking notation, production book assembly, and communication protocols applied in the theatrical production process. Stage management as a profession will be studied. Students are required to attend Golden West College Theater Arts Department productions. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Employ basic safety and emergency procedures for rehearsals and performances.
3. Analyze a play or musical then prepare and organize a production book for performance, including rehearsal schedules, blocking notations, scene shift organization and technical cues from audition to production.
4. Evaluate the role of a Stage Manager in the collaborative relationship with the director, designers, actors, and crew applying management, communication and conflict resolution skills.

## Course Objectives

- 1. Create a production book for a play or musical to include all necessary materials for a stage manager to employ including but not limited to rehearsal schedules, technical cues, scene shifts and blocking notations.
- 2. Organize and execute auditions for a play or musical in collaboration with the director, producer, choreographer and musical director.
- 3. Identify and employ management techniques to create and supervise a stage management team to include assistant stage managers and crew.
- 4. Describe and employ basic safety and emergency procedures as required for auditions, rehearsals and performances of a play or musical.

## Lecture Content

A. Characteristics of an effective Stage Manager 1. Communication skills including privacy issues 2. Organizational skills including crew training 3. Conflict resolution  
B. Characteristics of the theater space 1. Differences in theater structures a. Proscenium b. Thrust c. Arena 2. Types of producing theaters a. Broadway, Off-Broadway, Off-Off-Broadway b. Touring productions c. Regional theaters d. Community theaters e. Educational theaters  
C. Analyzing the play 1. Plot analysis 2. Technical requirements a. Scenery and props b. Lighting and sound c. Costume and make-up  
D. Collaboration with the production team 1. Scheduling and conducting production conferences 2. Understanding responsibilities and relationship of director, designers, technical crew, actors, and performers.  
E. Organizing and expediting auditions 1. Selecting and preparing material 2. Controlling scripts and resumes 3. Preparing a cast list  
F. Rehearsal Procedures 1. Reading a ground plan and taping the stage floor 2. Blocking notation 3. Managing rehearsal time 4. Preparing checklists and production forms 5. Additional requirements for musical theater  
G. Technical Rehearsal Organization 1. Preparing a Production Book with technical cues 2. Planning and supervising scene shifts 3. Running technical rehearsals 4. Calling cues  
H. Running the production 1. Working with the House Manager and front-of-house staff 2. Developing strike schedule after production closes 3. Touring productions  
I. Overview of managing production budgets 1. Budget forms  
J. Overview of safety and emergency procedures 1. Fire and safety requirements 2. Stage combat procedures 3. Basic first aid procedures 4. Safe operation of theater equipment  
K. Careers in stage management 1. Professional rules and procedures a. Actors Equity Union b. International Alliance of Theatrical and Stage Employees

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

## Reading Assignments

Text books Websites Play script and librettos Blueprints and ground plans

## Writing Assignments

Rehearsal reports, forms, checklists and notices Performance reports  
Production book with technical cues, reports and blocking notation

## Out-of-class Assignments

Attendance at live theatrical productions for the purpose of critical evaluation Shadowing of a professional stage manager as arranged Analysis and critiques of visual materials (video, DVD, digital, online) as assigned Develop production forms and checklists

## Demonstration of Critical Thinking

Analyze a script for production requirements Develop a production book through evaluating the technical and organizational requirements of the production

## **Required Writing, Problem Solving, Skills Demonstration**

Rehearsal reports, forms, checklists and notices Performance reports  
Production book with technical cues, reports and blocking notation  
Audition materials including sides, reports, forms, checklists and notices

## **Eligible Disciplines**

Drama/theater Arts: Masters degree or Master of Fine Arts in drama/  
theater arts/performance OR bachelors degree or Bachelor of Fine Arts  
in drama/theater/performance AND masters degree in comparative  
literature, English, communication studies, speech, literature, or  
humanities OR the equivalent. Masters degree required.

## **Textbooks Resources**

1. Required Stern, Lawrence and Gold, Jill. Stage Management, 11th ed.  
Routledge, 2016 Rationale: .