

STAGE MANAGEMENT - English 296 (4 credits / CRN 26563)

Classes start on Friday, August 30, 2018 @ 2pm – 4.40pm in Todd 202F
Labwork & Assignments start on Saturday, August 31 (see your Instructor for details)
www.rochester.edu/theatre

Some Preliminary Information:

Aims: Stage Management is a class that aims to give students interested in working backstage in the management field the tools and knowledge to become effective stage managers. The class is tailored to the demands and the specific functioning of Todd Theatre and the UR International Theatre Program, though we hope that the basic lessons learned will be applicable to any stage management situation. The class consists of a once weekly lecture, and additional work on one or both productions being produced in Todd Theatre.

Attendance: Attending class is mandatory. Participating in production work is also required.

Time Commitment: During the course of the semester you will work on one production as an Assistant Stage Manager. You will be required to be at between 3-5 rehearsals per week (the amount will depend on the nature of the production and the number of stage managers working). Rehearsals are generally scheduled Tue-Fri: 7-11pm; Sat: 10am-1pm & 2-5pm; Sun: 11am-2pm & 3-6pm (all rehearsal times are subject to change). Additionally, you will be required to attend:

- all run-throughs (and frequently run throughs of individual acts)
- the Designer's Run
- all Tech and Dress rehearsals
- all performances

Reading Material: The course's principal textbook is an in-house publication, *The Todd Theatre Stage Manager's Handbook*, which you will be given at the beginning of the semester. Additional readings might be provided or requested.

Other Reading: The reading of the *Todd Theatre Emergency Handbook* is also required. You need to have read this by your first Tech rehearsal. Once you have read this you need to sign an Emergency Handbook Release Form,

Recommended Reading:

- *The Back-Stage Guide to Stage Management, 3rd Edition: Traditional and New Methods for Running a Show from First Rehearsal to Last Performance*, by Thomas Kelly
- *Stage Management, 8th Edition*, by Lawrence Stern
- *A Survival Guide for Stage Managers: A Practical Step-by-Step Handbook for Stage Managers* by Mary Ellen Allison

Quizzes/Exams: There may well be one or more quizzes/exams which cover material covered in both the handbook and in class. The Quizzes will count approximately 25% of the overall class grade.

Grading:

The grading rubric for the class:

In-class participation: 10%

Quizzes/Exams/etc.: 20%

Practical /Lab work: 70%

Your grade will be determined by your quiz scores, your in-class participation, and—most importantly—the practical application of the work covered in class which you do on productions. Initiative, foresight, and diligence will all be rewarded.

For a full statement of the Grading Standards of the Theatre Program, please visit:
<http://www.rochester.edu/College/ENG/theatre/downloads/Grading.pdf>

Lab/Class fee: There is a lab/class fee of \$20 that pays for equipment, food, tea and coffee that will be provided for you over the course of the semester.

ADDITIONAL OBLIGATIONS

Arts Explorer Initiative (AEI):

The Theatre Program's Arts Explorer Initiative's aim is to broaden students' experience with the Arts and their engagement with the Theatre Program. To that end, students are required, as part of their participation in Theatre Program classes, not only to see the theatrical work that the Program produces, but to get them out into the broader arts community and partake in diverse offerings that they might find interesting, engaging, or even—at best—illuminating and life-changing.

You will receive a separate handout about the requirements for fulfilling the Arts Explorer Initiative. The Plays in Production Facebook Group for AEI is www.facebook.com/groups/URStageManagement/

Strikes:

There are a series of strikes (i.e. the putting away and dismantling of the set, props, costumes, lighting and sound equipment, etc.). These are currently scheduled for: Saturday & Sunday, October 13 & 14 (*Gone Missing*) and on Saturday & Sunday, December 8 & 9 (for *Revolt. She Said. Revolt Again.*). Please see your lab leader or the Production Manager for details. **Strike Times and Dates are subject to revision.**

ACADEMIC HONESTY POLICY

All assignments and activities associated with this course must be performed in accordance with the University of Rochester's Academic Honesty Policy. It is your responsibility to understand the academic policies of the university. Make sure to read the information available at: www.rochester.edu/college/honesty

IMPORTANT DATES

Key Dates (*The Grown-Up*):

First Rehearsal:	Fri, August 23
Meet & Greet:	Wed, August 28
Designer's Run:	Mon, September 9
Tech:	Fri.-Sun., Sept. 27-29
Actor's Night Off (tentative):	Mon, September 30
Dress 1 & 2:	Tue - Wed, October 1 - 2
Opening:	Thu, October 3 at 7pm
Runs:	Thu - Sat, October 3 - 5 & Wed - Sat, October 9 - 12 at 7pm; (Matinées) Sat & Sun, October 5 & 6 at 2pm

One-Act Play Festival

Rehearsals Begin:	Tues, October 8
Tech 1 & 2:	Sun, November 17
Tech 3 & 4:	Mon & Tues, November 18 & 19
Dress 1 & 2:	Wed & Thurs, November 20 & 21
Opening:	Fri, November 22
Runs:	Fri-Sun, November 22-24 at 7pm (Matinees) Sat & Sun, March 23 & 24 at 2pm
Strike:	Sun & Mon, November 24 & 25

Key Dates (*New Voice Initiative*):

Auditions:	Sat, August 31
Callbacks:	Sun, September 1
First Rehearsal:	Wed, October 16
Meet & Greet:	Wed, October 16
<i>Thanksgiving Break</i>	<i>Tues – Sun, November 27 – December 1</i>
Pick-up Run	Sun, December 1 at 6pm
Tech:	Wed - Mon, December 4

Tech2/Dress:
Staged Readings:
Strike:

Thurs, December 5
Fri - Sat, December 6 & 7 at 7pm
Sat, December 7 and Mon, December 9

You may be dealing with the following people:

GORDON RICE (Production Manager)	x 5-9006	gordon.rice@rochester.edu
CHARLIE LAWLOR (Technical Director)	x 5-3635	clawlor2@ur.rochester.edu
MARY REISER (Props Master)	x 5-3640	mreiser3@ur.rochester.edu
NIGEL MAISTER (Artistic Director/Director & Scenic Designer <i>Gone Missing</i>)	x 3-5159	nigel.maister@rochester.edu
KATIE FARRELL (Administrator)	x 5-4959	katie.farrell@rochester.edu
NADINE TAYLOR (Costume Shop Manager)		nbrookstaylor@gmail.com
NICOLE SADANIANTZ (Box Office Manager)	x5-4088	toddboxoffice@gmail.com
BOX OFFICE NUMBER	x 5-4088	

and

Kate Eminger (Director: *The Grown-Up*; Instructor: Intro to Theatre)

Jean Kim (Scenic Designer: *The Grown-Up*)

Beatrice Vena (Costume Designer— *The Grown-Up*)

Elizabeth Mak (Lighting Designer— *The Grown-Up*)

Ben Vigus (Sound Designer— *The Grown-Up*)

Jack Schneider (Production Stage Manager— *The Grown-Up*)

Conor Taliancich (Asst. Production Stage Manager— *The Grown-Up*)

Saralinda Schell (Ast. Director—*The Grown-Up*)

Sam Chanse (Playwright— *New Voice Initiative*)

Rushika Nama (Production Stage Manager— *New Voice Initiative*)

Ruoxin (Rici) Yang (Asst. Production Stage Manager— *New Voice Initiative*)

Nicole Sadaniantz & Toma Waz (Assistant Directors— *New Voice Initiative*)

Sam Okinow (Master Electrician—*The Grown-Up*; *New Voice Initiative*)

James Dietz (Audiovisual Engineer—*Season*)

Nadine Brooks Taylor (Design Mentor/Production Manager: *One Acts*)

David Henderson (Curator/Directing Mentor: *One Acts*)

Lyrice Yanaway (Production Stage Manager: *One Acts*)

TBD (Lighting Designer— *One Acts*)

James Sheinbaum (Master Electrician—*One Acts*)