

# Duke Ellington School of the Arts

## THEATER OPERATIONS

Instructor: Ronald Lee Newman, OPERATIONS & LOGISTICS MANAGER  
Office: Tech Office {Stop in anytime!}  
Office Phone: 202-298-1777 Ext 2670 {main school number - 202-282-0123}  
Email: RonnieNext@aol.com or Rnewman@ellingtonarts.org  
Class Meets: M-W-F @ Period 9<sup>th</sup>

### I. Course Description

The student will function as a production assistant/runner to the Operations Manager and other Theater personnel, assisting in day-to-day duties and responsibilities (e.g. correspondence and scheduling, ushering, box office, stage management and production management). The student will also work with various Stage Directors and stage management teams preparing audition materials, setting up audition appointments and may read with actors in auditions. The student will have the opportunity to read and critique scripts, observe rehearsals, attend artistic staff meetings, organize events around the plays (e.g. Page to Stage) and assist other artistic staff members in various projects. Additionally, students will manage the coordination and maintenance of the Ellington Costume shop, Theatre, Box Office, Concession Stands, Theatre Restrooms, Orchestra Pit, Rehearsal Halls and Dressing Rooms.

**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.

**PLEASE NOTE:** During production week, classes will be adjusted to accommodate main stage activities. If a student has not been assigned specific task by Ronald Lee Newman he/she must consult with Mr. Curtis Hodge, chair of the Technical Design and Production department. Students will receive a performance evaluation grade during show week. In addition, to performance evolution, student may be required to submit written assignments and other projects during a show week.

### II. Introduction and Expectations

This course is a survey of arts administration. Topics to be studied include introductions to stage management, theatre administration, professional unions, production management, publicity/marketing, and box office and house management.

Readings for each week should be done in advance so class discussions may be informed by the textbooks (and supplemental material as it arises). Students are expected to bring questions, insights and disagreements about the assigned readings to class for group exploration. Students will complete weekly activity assignments relevant to the topics studied, as well as a professional development project that may take the form of a research paper or creative inquiry. This course includes quizzes, test, a midterm and a final examination.

Exam dates are unchangeable and late assignments will not be accepted. Exceptions may be considered only with official verifiable documentation or special needs documentation from a parent/guardian, office of the Head of School/Dean of Students, Board of Education or a licensed physician. Any requests for learning disability or special accommodations should be discussed with the instructor. Proper documentation will be required.

**A Note on “Dressing for Success”**

Dressing for success is a crucial part of being a professional. Therefore, each student is required to wear professional business attire every Monday once a week through out the school year. Starts September 21, 2009. Students must have the appropriate attire on from the moment she/he steps foot into the Duke Ellington School of the Arts. NO EXCEPTIONS! Any student observed not wearing the appropriate attire will not receive credit for the assignment. **Men:** Dress shirt with tie, slacks (No Jeans) and dress shoes are required (No sneakers/tennis shoes). **Women:** Skirt, pants, or a dress is acceptable (No Jeans) dress shoes are required (No sneakers/tennis shoes). If any student has difficult meeting this requirement, please see the instructor immediately.

**A note on being an excellent Intern:**

Work hard, pay close attention, complete the task, lead and stay focused.

**III. PLAGIARISM**

As a college student I was wrongly accused of plagiarism by a professor and suffered through several weeks of depression prior to my commencement day. Although, the charges were dismissed and the professor reprimanded, I’m still bothered by the accusations and have become very particular and careful with my writing and my assessment of my students writing.

Plagiarism violates the expectations of honesty among scholars and artists. I will not tolerate plagiarism. Any student found guilty of plagiarism will receive an “F” as the final grade for the course.

As you prepare your writing assignments, be careful of the internet and other resource materials as they may lead you astray. Allow your own thoughts to be expressed on paper, thus making for a more interesting and compelling manuscript.

**If you need assistance see me IMMEDIATELY.**

**Please study the policy on PLAGIARISM in your community handbook.**

**IV. ATTENDANCE / LATENESS:**

Punctuality is a critical characteristic of a good manager. Being late for anything undermines effective management at the most fundamental level. Train yourself to be on time and prepared. **Arriving late for any regular class meeting will count as 1/2 of an absence.**

Unexcused absences and lateness for calls are certain to have a negative effect on your evaluations, and are the single easiest way to undermine your effectiveness as a manager. Severe or habitual problems of this nature (as judged by the instructor) will result in your dismissal from your assignment, and harsh penalties on your final grade. My policy on attendance should be taken to be clear and unambiguous. To preempt complaint and to avoid confusion **DON’T BE LATE, DON’T BE ABSENT!!!**

Students missing a total of 5 classes or more will receive a grade of “F”. The consequence for absences **could result in a grade of “F” and lead to expulsion from Ellington.** Exceptions to this policy will be so rare as to be considered non-existent. **Please study the policy on ATTENDANCE in your community handbook.**

## V. EATING, CELL PHONES AND THINGS THAT MAKE NOISE

No Eating or Drinking  
Turn Cell Phones and IPODS Off Completely  
Turn Two-Ways and Pagers Off Completely  
Other Devices That Make Noise, Turn Them Off Completely

## VI. TEXTBOOKS/READING MATERIAL

Selections from various Arts Management books, periodicals and other relevant resources will be provided to the student. Additionally, supplemental material provided by the instructor will also be studied, including union rulebook excerpts, management tools and other articles of interest. Students will be given script as a study text to be used as the subject of practical assignments.

**Please note:** The instructor reserves the right to require students to obtain a textbook following the first week of instruction. Prior to making such decree, the instructor will perform a financial assessment to determine if the cost fits within the students family budget.

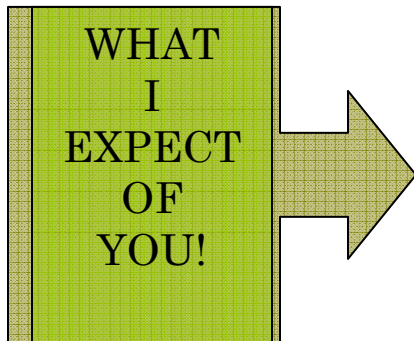
Students with an advanced interest in theatre production are encouraged to start building a personal library of resources. See instructor for suggestions

## VII. GRADING

Weekly assignments	15%
Quizzes and test	10%
Midterm examination	20%
Prompt book project	10%
Participation and attendance	10%
Final examination	15%
Professional development project	20%

Your written work will be graded by professional academic assessment of grammar, spelling, insight and clarity of expression. Your in-class participation work will be assessed by professional academic observation of your engagement with the material, your efforts to use critical analysis and problem-solving skills, and your cooperative interaction with colleagues during discussions.

**For additional explanation of grading policies, please consult your Community Handbook.**



My expectations are simple: Be the Best YOU. In turn I hope to help you obtain the master key to success; a success that can only be determined by you and where you are and where you would like to be. It is my belief, that the master key is the foundation for continued growth. Many people - to no avail - search their entire life for this master key, and many people have it stored within and never use it. I'm making no promises, nor am I claiming to have all the answers, I'm simply affirming my commitment to providing each of you an opportunity to be the best you can be without limitations or barriers!

**Ronald Lee Newman**

**Subject to change.**