

Duke Ellington School of the Arts

Theatre Operations
Class Time: T, R 3:30-4:55
M 3:50-4:55

Instructor: Dawn Naser
Email: dnaser@hotmail.com
Class Location: Studio A

Course Description:

Theatre Operations will provide students with an overview of the administrative and management functions of a nonprofit theatre company. Through readings, field experiences, discussions, research projects, and field trips students will develop an understanding of the structure and business of the theatre. Topics to be covered include the history and current practices of outreach, development, marketing, arts education, event planning, and arts policy.

Course Objectives:

1. To encourage a deeper understanding of the arts industry so students can play a meaningful role in the arts now and in the future as patrons, artists, and arts managers.
2. To expose students to career choices in arts management.
3. To develop leadership and community responsibility through practical experiences at Duke Ellington and arts organizations throughout the city.
4. To encourage a greater appreciation and respect for the work that occurs behind the scenes.

Required Texts:

Management and the Arts by William Byrnes (sections will be provided)
How to Run a Theater: A Witty, Practical and Fun Guide to Arts Management by Jim Volz
Invitation to the Party by Donna Walker-Kuhne (purchase)

Course Requirements and Rules:

1. All classes are mandatory. Exercises, discussions, and performance work cannot be made up for the simple reason that they happen in class.
2. Don't be late! Tardiness is an unacceptable practice in this business and will severely affect your final grade.
3. All written assignments must be typed. Use a 1 inch margin and 12 point font. Staple papers that are more than one page.
4. Students are responsible for making up all work missed during an absence by the next class.

5. Late work will be accepted for half credit the day after an assignment is due. Work more than one day late will not be accepted.
6. Students are required to schedule and attend rehearsals and meetings when necessary.
7. Students are required to change into their theatre uniform at lunch. For more information about the departmental dress code, see the Theatre Handbook.
8. Bring a journal, notebook and pen/pencil to every class.
9. Any student caught cheating on or plagiarizing will receive a failing grade for that assignment. Plagiarism includes pirating information from the Internet without proper documentation.

Class Environment:

Due to the nature and content of this course the student must understand that s/he will be required to work with classmates to complete, papers, projects, presentations, and special events. Learning to collaborate with others is as important while managing the arts as it is while performing the arts. You will work closely with others in the class, which may create conflict but learning to resolve disagreements with people is a challenge that arts managers regularly face from artists, government agencies, and the public. If a problem occurs within the group that cannot be resolved, please do not hesitate to talk to the instructor.

Please inform the instructor if you have any physical problems, which may prevent you from fully participating in class work. If you believe you have a physical disability that may warrant accommodation in this class, speak with the instructor as soon as possible so that a method for addressing your needs can be developed.

Students will receive grades for the following:

1. Written Assignments
2. Presentations
3. Participation

Grading Scale:

100-90	A	(Excellent. Far above and beyond my expectations in both artistic and academic accomplishment).
89-80	B	(Above average. Superior achievement in both academic and artistic achievement).
79-70	C	(Average. a grade of "C" will put you on artistic probation).
69-60	D	(Below Average).
59 and Below	F	(Failure).

Explanation of Participation Grade:

Participation

Preparation: Students should attend each class with their journal, book, notebook, and dressed in the theatre uniform. All theatre students are expected to change into their theatre uniform during lunch. In addition, students should be prepared to present any work assigned.

Team Work/Cooperation: Learning to take care of the group is an important skill in an industry where so much depends on your relationships with others. Students will be assigned group projects and class assignments and assessed on their ability to recognize and respect the value each person brings to a project.

Attendance/Punctuality: All classes are mandatory. Exercises, discussions, and performance work cannot be made up for the simple reason that they happen in class. Don't be late! Tardiness is an unacceptable practice in this business and will severely affect your final grade.

Initiative/Risk-Taking: Samuel Beckett said "No matter. Try again. Fail again. Fail better." Jump into an exercise and try even though the outcome may not be what you hoped for. You'll learn a lot from your mistakes so take advantage of every opportunity to try something new.

Discipline: Students are required to mentally and physically prepare for class upon arrival. Students should quietly go over notes until class begins. The successful actor has the discipline to prepare for an audition, rehearsal or performance without prompting from a teacher or director.

Theatre Operations will address the following National Theatre Standards:

Standard #6: Comparing and connecting art forms by describing theatre, media and other art forms.

Standard #7: Analyzing, critiquing, and constructing meanings from improvised and scripted scenes and from theatre, film, television, and electronic media productions.

Standard #8: Understanding context by recognizing the role of theatre, film, television and electronic media in daily life.

