



Duke Ellington
School of the Arts est. 1974

TECHNICAL DESIGN & PRODUCTION

HANDBOOK 2018-2019

Duke Ellington School of the Arts
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Tia Harris, Chief Executive Officer
Sandi Logan, Principal

TECHNICAL DESIGN AND PRODUCTION

Welcome to the Technical Design and Production department (TDP) at the Duke Ellington School of the Arts. This handbook has been designed to ease your transition into the department and to help you gain the most out of your education within the TDP department. It is intended to be a resource regarding general information, policies, procedures, expectations, and requirements. Please note, however, that the curriculum is continually evolving, and this version of the handbook may not reflect all the curricular changes the department has recently implemented or is presently in the process of implementing.

The Technical Design and Production (TDP) department provides a pre-professional training program that focuses on instruction in five core areas of live entertainment: audio, lighting, scenery, costumes, and management. Students are taught the aspects and (technical) realization within each of these areas of design. TDP majors pursue a graduated sequence of increasingly demanding courses in Technical Production, Theatre Operations, Theatre Management, and Design, to include two capstone classes in Entertainment Careers & Professional Development Internship at the end of their fourth year.

TDP provides technical support for all events in the school. In addition to supporting the other arts departments at Ellington, TDP technicians also support guest artists and dignitaries that come to Ellington, such as Herbie Hancock, Stevie Wonder, Robert Townsend, Sting, First Lady Michelle Obama—and gain experience working at other venues to include The John F. Kennedy Center, The Atlas Theatre, Signature Theatre, Alabama Shakespeare Festival, and Washington DC Convention Center, just to name a few. With Careers in Production in high demand, our goal is that upon graduation, students will have acquired the skills to prepare them competitively for college and/or jobs in the entertainment industry.

The TDP program is an extremely intense, rigorous and exciting balance of classroom and practical, hands on production work. A typical day in TDP goes beyond the 8:30am-5:00pm Ellington School day, and includes weekends and holidays. This field is extremely demanding, and requires the ability to aptly meet daily challenges both academically and artistically. The nature and opportunities of this work not only teaches the trade, but closely mirrors the professional experience. The technical artist is expected to exhibit the attitude, focus, discipline, respect and dedication required of the serious entertainment artist & technician. We train the best to be the best!

Small class sizes allow TDP majors to benefit from individualized instruction from faculty that are working industry professionals committed to teaching while maintaining freelance careers. Students work with state-of-the-art equipment, computerized lighting and sound consoles, the latest design software and hardware with access to an in-house audio recording studio. These resources allow students to expand their abilities, deepen their artistic interest and heighten their sense of personal and communal responsibility.

We believe in Family Support! The TDP department depends on the support of the entire family to ensure the success of your child and the Department. Monthly, we meet to discuss ways to improve and support the TDP department. Our meetings help keep families updated on what's happening in the Department and the ways to make certain your child is achieving at a high level. Additionally, the parent group will assist in the acquisition of financial and in-kind donations and the engagement of guest artist. You will be contacted prior about how you can assist. **ALL** parents/guardians will be required to participate.

Please use this handbook in consultation with the Technical Design and Production staff, who will guide you throughout your tenure at Ellington. Hopefully this handbook will be able to answer many of your questions and concerns. Of course, we welcome any input regarding this publication and how we might improve it to better serve your needs.

Wishing you the best and looking forward to a great year!

THE TECHNICAL DESIGN AND PRODCUTION STAFF

TECHNICAL DESIGN AND PRODUCTION (TDP) STAFF:

Ms. Nicole O. Leonard

Department Chair & Production Manager

Mr. John D. Alexander

Lighting Instructor/Supervisor/Designer

Mrs. Betty Davis

Costume Instructor//Supervisor/Designer

Ms. Robin Y. Harris

Foundational Instruction & Curriculum Coordinator/Management Instructor

Mr. Michael Murray

Costume Shop Manager/Supervisor/Designer

Mr. Thelonious “Tony” Starnes

A/V Technician/Supervisor

Mr. Thom Woodward

Audio Visual Instructor/Supervisor

THE ELLINGTON CREED

Members of the Ellington Community contribute to their own lives and support of their community members through:

COMMITMENT The habit of applying your talents to a task or project. A pledge to apply

RESPONSIBILITY Acting in a way that acknowledges the connection and duty you have to yourself and others

EXCELLENCE Striving to meet a standard that demonstrates mastery of an idea or technique

EMPATHY The ability to understand and share the feelings of another

DIGNITY Conducting yourself, at all times, in a respectful manner that shows you recognize your connection to a present, past and future community

DUKE ELLINGTON SCHOOL OF THE ARTS MISSION STATEMENT

To nurture and inspire passion for the arts and learning in talented students who might not otherwise have an opportunity to develop their artistic skills. We ensure that our students are prepared for post-secondary education and/or careers in the arts by offering an intensive arts-based program. We prepare our students to become productive citizens in our global society through our strong focus on community service.

TDP MISSION STATEMENT

The Technical Design and Production Department is committed to creating meaningful theatre through diverse aesthetics, academic and practical training and the collaborative process. Our aim is to guide students to discover and embrace their creative potential through the exacting principles of craftsmanship and technical discipline, and to master the achievement of their artistic goals. Striving to meet a standard that demonstrates mastery of an idea or technique.

VISION

Through a culturally relevant learning experience that is both practical and theoretical, students will hone the skills necessary to become artistic leaders in design, production and management. Technical Design and Production artists will graduate with the ability to creatively process and solve challenges related to the demands of the entertainment industry with the highest degree of professionalism and integrity.

CORE BELIEFS

Promoting excellence in the practice and scholarship of technical design and production.

TOOL & UNIFORM REQUIREMENTS

Required material for ALL STUDENTS: (entire list must be purchased by the 2nd week of school –Sept. 7, 2018)

**All “SAFETY” items must be purchased ASAP.

(THIS LIST IS SUBJECT TO CHANGE) REVISED 8.11.18

✓ (2) three-ring binders (2 inch)	✓ Tool bag or box (<i>should be one you can add lock</i>)
✓ (2) packs of 8 section dividers	✓ (1) combination lock (for tool bag/box)
✓ Large pack loose leaf 3-hole punched paper	✓ Stop watch (USE OF CELLPHONE NOT ALLOWED) ✓ Wristwatch to tell time (NOT CELLPHONES)
✓ Pack of #2 pencils & pencil sharpener	✓ Pack of Ear plugs (for inner ear protection) **
✓ Pack of ball point pens or Mechanical Pencils	✓ Mini Mag flash light (small and pocket sized; any color you want. (NO CELLPHONES ALLOWED) **
✓ Composition book	✓ 8” inch crescent wrench **
✓ Set of neon highlighters	✓ Safety glasses (NO dark tint) **
✓ Student Architect Drafting kit	✓ Multiple tip screw driver w/multiple heads**
✓ Gum Eraser or Hi-Polymer Eraser	✓ 25’ Measuring Tape **
✓ Sketch Book/Pad	✓ Hammer (medium weight claw hammer-not small)
✓ (1) 12” Ruler	✓ Scissors <ul style="list-style-type: none"> ○ Fabric Cutting Scissors ○ Paper Cutting Scissors
✓ Permanent Black Markers (Sharpies)	✓ Small Sewing kit (should include): <ul style="list-style-type: none"> ○ Seam Ripper ○ Sewing Needles ○ Measuring tape
✓ (1) pair leather/rawhide gloves for lifting scenery or working the rail ** ✓ (1) pair mechanic’s gloves (form fitting/trek dry) for lighting & sound **	✓ Water Color Sketch Book ✓ Water Colors ✓ Colored Pencils ✓ Crayons
✓ Back support belt w/ shoulder straps **	<u>OPTIONAL:</u>
✓ (1) pair of over-the-ear head phones with ¼” & stereo mini adapter. NO EAR BUDS/NO BEATS	✓ Lightbox for sketching
✓ Fanny pack to carry inhalers, tissues, wrench, flashlight.	
✓ Water container bottle to re-fill at the water fountain	

DAILY DRESS CODE FOR CLASS & LABS **the school dress code applies in TDP:

- Black jumpsuit **optional**
- Jeans, Dockers or Khakis with pockets that are comfortable and movable; No tears, rips or holes. (*No tight clothing, no tights, no leggings*)
- Long/short sleeve shirts that cover their entire torso. **No cleavage, visible midriff or underwear can be seen. No halters, tank tops, spaghetti straps, one shoulder straps. No backless or strapless tops or dresses.**
- No shorts or dresses are to be worn during arts block in the TDP area.
- No clothing or personal items displaying slogans or logos referencing violence, alcohol, tobacco, lewd language, or drug paraphernalia.
- No paints below the waistline.
- No hats, doo rags, head wraps or bandanas.

ANY STUDENT WHO IS NOT COMPLIANT WITH THE DRESS CODE WILL RECEIVE AN "F" FOR THE DAY UNDER "PARTICIPATION" IN ALL CLASSES.

ALL BLACK DRESS WHEN IN SHOW MODE:

- ✓ One (1) **ALL BLACK** mechanics jumpsuit **optional**
- ✓ Two (2) of each **ALL BLACK**: long sleeved and short sleeved shirt, black pants/slacks with pockets and belt loops, belt, socks, hard sole shoes, steel-toed boots. (**NO HOLES OR TEARS IN CLOTHING**)

RUN CREW *Required for all events:*

- ALL BLACK shoes (no white, brown or any other color stripes, soles or strings) **TOTALLY BLACK**
- ALL BLACK shirt (no logo or printing), black pants, black socks
- NO jewelry, including rings and dandling earrings or hoops (they reflect light) Gold or silver studs are acceptable.
- Neatly tie back long hair.
- Work gloves (on person)
- Costume when provided to be worn
- Black Jump suit or black khakis & solid black t-shirt– No logos, holes, rips or tears
- No cellphones...wear a watch if you need to know the time.

ANY STUDENT WHO IS NOT COMPLIANT WITH THE DRESS CODE IN PRODUCTION MODE & SHOW CALLS, WILL RECEIVE AN "F" FOR THE DAY UNDER "PRACTICE & APPLICATION" IN ALL CLASSES.

FRONT OF HOUSE- *Required for all events:*

- All Black dress pants, socks and shoes. No jeans.
- White dress shirt. Short or long sleeves. No strapless, spaghetti straps or halters.
- Mini Mag Flashlight**
- No cellphones...wear a watch if you need to know the time.

CONSTRUCTION CREW- *Required all times when working:*

- Black jumpsuit suggested to cover entire body.
- Hard-soled shoes (no sandals, flip flops, or flesh-exposing footwear)
- Tie down loose clothing and tie back long hair
- No loose jewelry (including dangling & hoop earrings)
- Safety glasses whenever operating a power tool
- Work gloves when working the counterweight system**
- Dusk mask
- Ear plugs
- No cellphones...wear a watch if you need to know the time.

ELECTRICS CREW - *Required always when working:*

- Hard-soled shoes (no sandals, flip flops or flesh-exposing footwear)
- Tie down loose clothing and tie back long hair
- No loose jewelry (including dangling & hoop earrings; big or small)
- Mechanics gloves when working on lighting equipment**
- No cellphones...wear a watch if you need to know the time.

CONCERT DRESS: Since most technicians may end up on the stage in a very visible way. We require that you always have a set of dress clothes on hand. No jeans or sneakers. You may wear a jacket/ sports coat / tie at your discretion.

SHOW BLACKS: These are the events where you may be on the stage and are not supposed to be visible. Very simply, you should wear **ALL BLACK**. And yes, that does include your under garments, shoes and socks.

PROFESSIONAL DRESS: All technicians are required to wear professional dress once a month. A schedule will be available *during the first advisory*.

DEPARTMENTAL RULES:

Please note that students can be excused from class for any of the following:

- Profanity or disrespect
- Tardiness
- Excessive profanity
- Improper Uniform
- Negative attitude
- Disrespect
- Breaking established rules
- You must be in class/lab ON TIME.
- Adhere to dress code. Your Participation grade will be affected.
- NO CELL PHONES. There is a no cellphone policy in Technical Design & Production. Phones are to stay in lockers. No charging cell phones in class, backstage, in control booths or any performance space. Please call Ms. Leonard at 202.807.0537 or the Main Office 202.282.0123 to get a message or to speak with your student.
- NO FOOD OR SNACKS are allowed in classrooms. Snacks will be permitted on (5) minute breaks, before arts block begins and after school in the backstage hallway or room 135.

THERE ARE NO EXCEPTIONS TO THESE REQUIREMENTS!!

ATTENDANCE REQUIREMENTS

Any absence from a crew call, technical rehearsal, dress rehearsal, performance, production meeting, strike, or any other rehearsal, call or class meeting where attendance is mandatory will result in an automatic grade of "F." Absences due to student illness, acts of God, or death in the student's immediate family will be considered excused upon presentation of appropriate documentation. Exception to the attendance policy will be at the discretion of the Ellington Technical Design and Production faculty. ***PARENTS, PLEASE KEEP THIS IN MIND WHEN SCHEDULING DOCTORS APPOINTMENTS.***

Production Crew Attendance: Technical Design and Production depends on TEAMWORK. Each member of a production depends upon the other members of the company to fulfill production, artistic, and educational responsibilities and duties. A most serious breach of professional ethics is the failure to perform production responsibilities with high standards and in a timely manner. You are therefore expected to accept and complete all production assignments on time and to the best of your abilities. In case of unforeseen emergencies, it will be your duty to inform a staff member of the Ellington Technical Design and Production staff of the reasons you find it impossible to meet your production requirement. Please be aware that severe penalties (grade reductions in production courses, termination of production participation or dismissal from the Technical Design and Production department and the Duke Ellington School of the Arts) will result from consistent failure to fulfill production responsibilities.

Class Attendance: We believe that regular attendance in production courses and participation in class activities (during scheduled class time, studio and out-of-class time) is essential to the academic and artistic development of technical artists. Therefore, we subscribe to the following general attendance policy:

- Students are expected to attend all scheduled classes and participate in class activities.
- Each faculty member will publish and distribute specific attendance requirements and penalties to students.
- Each student is expected to conform to individual course attendance requirements.
- It is the student's responsibility to inform a faculty member of reasons for absence in advance (24-48 hrs.).
- Attendance records will be kept by each faculty member daily.

Because Ellington students are required to balance academics and arts, it is necessary for students to learn how to manage their time in both activities. This is an essential skill set for Technical Design and Production artist to acquire or further develop. Students are always expected to show up on time and be prepared for classes, production/departmental meetings, and production assignments. Any variation from that expectation requires direct communication and approval from the instructor, supervisor, stage manager, or other person in charge. Students are expected to be active participants in the production process, attending all required meetings, actor rehearsals, technical rehearsals, and previews. All technicians working on a production are required to attend all design meetings and sessions as well as all scheduled production critiques. Again, any variation from that expectation must be directly communicated to the appropriate supervisor and approvals must be granted by the Chairperson.

Attendance Reporting Expectations:

- Attendance is entered during the first 10-15 minutes of the class period.
- Attendance is updated at the end of the class to reflect students who arrived late and should have their mark changed from Absent to Tardy.

Attendance Impact on Grade:

- Grade reduction for 5 unexcused absences in a quarter.
- Automatic "FA" for 10 unexcused absences in a quarter.
- Automatic "F" for 30 unexcused absences in a year.

GRADING

In formal classes and during production mode -builds, rehearsals, shows and strikes to which you are assigned, you will be evaluated continuously by your instructors and guest designers, directors. You are encouraged to check periodically with each of your instructors as to your academic and/or performance growth. At the end of each advisory, you will receive a grade, which will be entered into ASPEN and recorded on your official transcript.

Production activities that are initiated in and result from production courses will be critiqued and evaluated under the leadership and initiative of the instructor. (Examples of such activities and courses are: management, scenic, sound, costume, and light design.) The instructor may, from time to time, invite other members of the faculty or student body to participate in the critique. The discussion led by the instructor of the class will be characterized by an assessment of the weaknesses and strengths of the participants in terms of their development as theatre technicians. Students will be encouraged to evaluate each other openly and will be given opportunities to evaluate their own development in terms of the objectives of the class.

All critique sessions are viewed by students and faculty as a part of the educational program through which theatre artists, at all levels, mature and develop their abilities. A critique is the intelligent appreciation of a work, and by consequence the just estimate of its value. The aim of your critique should, therefore, show intelligence, appreciation, and standards of value.

PERSONAL PROPERTY

Students are discouraged from bringing personal iPod, MP3, DVD players or cell phones to school. These items will NOT be allowed at ANY time in the classroom, recording studio, costume shop, scene shop, backstage, on-stage or any other place in the theater or other performance spaces. Students failing to comply with this rule will have said items taken away and receive an "F" for that day. This is a very, very serious safety rule. Students must be able to hear and not be distracted by these devices. The theatre can be a very dangerous place. Students will receive an automatic "F" for the day if they have earbuds or earphones in/on their ears during class time, rehearsals, etc., if they are not legitimately assigned a project requiring usage of listening devices

PROBATION

Students not meeting minimum department requirements may be asked to transfer or be placed on probation. Students may be placed on probation for several reasons. Among them are: (1) not completing creative and/or production work satisfactorily; (2) poor performance in academic classes (3) not sustaining satisfactory progress in course work and creative work; (4) poor behavior & attitude; (5) poor attendance; (6) not adhering to uniform requirements; (7) not adhering to safety guidelines.

All students must maintain a "B" average in their Technical Design and Production classes. A student who fails to meet departmental expectations may have the following actions taken against him/her: probationary status, conduct/ performance contract, exclusion from extra-curricular activities, or recommended transfer to neighborhood school or any combination thereof. A panel that may include the department chairperson, the principal, the dean of students, a counselor, and a parent/guardian, will be the final arbiter.

RE-ADMISSION

Each student is required to participate in the re-admission process. Each student is required to pass a re-admission applied practicum interview/evaluation prior to the start of each school year. The interview will be with the staff of the Technical Design and Production department. During this process students must dress in professional attire and be prepared to submit and discuss the following:

- ✓ Resume
- ✓ Portfolio
- ✓ Typed letter explaining why you would like to return to Ellington (please explain in detail)
- ✓ Be prepared to discuss your goals for success academically and artistically and how the department can help you achieve these goals

OUTSIDE PRODUCTION WORK (OPW)

Any TDP student wanting to participate in production work outside of the Technical Design and Production department must submit a completed OPW form to the Department Chair prior to accepting any outside work, as well as a typed paragraph stating why they want to do so. If a request to do outside work is granted, the TDP artist will still be required to complete all school assignments and be available to accept any assigned or last minute production positions. No OPW forms will be authorized during pre-production, production or post production of any main stage show. Failure to submit an OPW will result in placement on the transfer list and dismissal from the program. Please note: First year students will be restricted from participating in outside production work.

RÉSUMÉ/PORTFOLIO REQUIREMENT

All Technical Design and Production students are required to prepare a résumé to be kept on file and updated each school year. Students should be assembling design work and information for their portfolio beginning their first year. The resume/portfolio will be used for summer programs, internships, job applications, college applications and will enhance the student's overall portfolio. Students will receive a sample résumé from the department and will create a résumé during the school year. TDP artist are required to take photographs of all designs and final production.

SCOPE AND SEQUENCE

TDP Students entering in the 9th grade (four-year program) must obtain 12 credits to receive artistic certificate/diploma

TDP Students entering in the 10th grade (three-year program) must obtain 9 credits to receive artistic certificate/diploma

Technical Design and Production Curriculum

Year One	Year Two	Year Three	Year Four
1 Stagecraft I & II	1 Audio Visual Technology	1 Audio Visual Design	1 Entertainment Careers*
1 Technical Production I	1 Technical Production II	1 Technical Production III	1 Technical Production IV
1 Theatre Operations I	1 Theatre Operations II	1 Theatre Operations III	1 Theatre Management III
		Costume Technology	Sr. Project Theater Tech
1 Basic Costumes	1 Stage Management	1 Lighting Technology	1 I & II
			Professional
			1 Development*

Technical Production I

In this course students will be introduced to the terms, tools and materials needed to work safely in the highly-specialized world of technical production. Students will also be introduced to the areas of scenic, lighting, sound, and costume construction. Students will learn how these areas relate to the various theatrical forms and venues, learning the history of early technical practices and how they relate to modern techniques. Students can expect to acquire a general understanding of basic technical production practices.

Technical Production II

Designed to focus on merging technical skills with the design aesthetic of theatre. Students will develop sensitivity to the creative and collaborative process of technical production. Students will begin engaging in professional workshops with industry professionals in all areas of theatrical design & production.

Technical Production III

In this hands-on course, students apply learned skills in the construction of scenery, properties, and costumes. Students will be taught the maintenance, setup and operation of sound, lighting, costume, rigging, projection, and theatre equipment. With departmental approval, students will be given the opportunity to choose an area of concentrated study.

Technical Production IV

Leadership is the focus of this section. Students will be taught techniques of leadership in their respective concentrations of study; costumes, lighting, sound, and scenic design. Students will be graded on their ability to lead a group of their classmates and peers on projects and shows.

Theatre Operations I

A lab performance course, students will work hands-on in all areas of technical theatre scenic, lighting, sound, and costumes. Students will work on pre-production, running crew, and load out of various school productions, special programs, and outside rentals. Students will rely heavily on their personal tools (see departmental handbook) and the skills learned in the technical theatre courses. All subsequent Theatre Operations courses will continue to build on the foundation of skills taught in this course, and students will be given increased responsibility with each production.

Theatre Operations II

A lab performance course, students will work hands-on in all areas of technical theatre scenic, lighting, sound, costumes, and management. Front of house operations will be introduced and performed. Students will work on pre-production, running crew, and load out of various school productions, special programs, and outside rentals. Students will rely heavily on their personal tools (see departmental handbook) and the skills learned in the technical theatre courses. All subsequent Theatre Operations courses will continue to build on the foundation of skills taught in this course, and students will be given increased responsibility with each production.

Theatre Operations III

A lab performance course, students will work hands on in all areas of technical theatre scenic, lighting, sound, costumes, and management. Front of house operations will be introduced and performed. Students will work on pre-production, running crew, and load out of various school productions, special programs, and outside rentals. Students will rely heavily on their personal tools (see departmental handbook) and the skills learned in the technical theatre courses.

Theatre Management I

Primarily a lecture course, the students will gather an understanding of the management and administrative structure of professional theater and arts organizations. Students will study areas of general management, arts administration, accounting, budgeting, marketing, publicity, box office management and front of house operations, company management, and production management.

Theatre Management II

In this intermediate course, students will study the organizational and managerial structures of non-profit regional theatres, commercial theatres, dance organizations, performing arts centers and presenting organizations. Students will be introduced to various entertainment labor unions and their work rules. Students will create a performing arts company in class where they will manage a production from start to finish.

Theatre Management III

Students will take on management roles in the Ellington Theatre. Students will manage every school performance event, utilizing the skills formed during their work in Theatre Operations and Theatre Management courses.

Stage Management

This sequence of courses prepares students for a career in stage management in the technical theater and live entertainment industry. Students will learn about the role, responsibilities, and characteristics of a stage manager as the central & key figure in a production.

Stagecraft I

This is the first course in the Duke Ellington Technical Theater career pathway. This sequence of courses prepares students for a career in the technical theater industry. Students are introduced to the process by which scenery, lighting, and audio are planned, coordinated, and built to support the playwright's and director's visions and concepts.

Stagecraft II

This is the second course in the Duke Ellington Technical Theater career pathway. This sequence of courses prepares students for a career in the technical theater industry. Students will expand their general understanding of basic stagecraft and practices.

Theatre Design III

A course designed to focus on the creation of the student's design portfolio. Students will continue to develop their design skills in the areas of lighting, sound, costumes and scenic design.

Basic Costume

This course teaches students about standards of quality in hand and commercially made clothing, art in relation to clothing and personal appearance, wardrobe, budgeting, costume history, fashion study, and clothing construction. Students will learn to use commercial patterns in understanding garments, purchasing textile fabrics, and understanding the storage and seasonal care of clothing. The students will become intelligent shoppers through the study of labels, commercial construction techniques, and textile.

Costume Technology

This sequence of courses prepares students for a career in costume technology in the technical theater industry. The student will learn about stage costuming and experience the role of the theatrical costumer.

Audio Visual Technology

This sequence of courses prepares students for a career in audio visual technology in the technical theater and live event industry. Students will learn the vernacular and equipment of sound and video engineering. Students also explore tasks and operational procedures in all aspects of leading a production.

Audio Visual Design

This sequence of courses prepares students for a career in audio visual technology in the technical theater and live event industry. Students will learn to apply design to audio visual elements.

Theatre Production This sequence of courses prepares students for a career in theater production in the technical theater industry. The student will learn components necessary to be an effective live event producer. Students will be able to complete a portfolio that expands upon the training and skills learned in live event production.

Sr. Project Tech Theater I

The Senior Project course is a challenging, student-driven, teacher guided culminating program. It requires seniors and their instructors to agree on a project that incorporates a research paper, a product, a portfolio, and a presentation.

Sr. Project Tech Theater II

The Senior Project course is a challenging, student-driven, teacher guided culminating program. It requires seniors and their instructors to agree on a project that incorporates a research paper, a product, a portfolio, and a presentation.

Professional Development / Entertainment Careers

This final course teaches the young artist how to showcase their learned skills to universities, and employers. Artist will complete the development of their professional resume and design portfolio started in earlier courses. Artist will assist working professionals in various areas of design and technical entertainment. Artist must complete three professional internships in their perspective areas in design. **Please note above course content is subject to change depending on the number and expertise of faculty in place during the 2018-19 school year. Students will receive specific course syllabi at the beginning of the year.*

CRITERIA FOR GRADING

DISCIPLINE. FOCUS. ENGAGEMENT.

CRITERIA	A Excellent (5pts.)	B Exceeds Requirements (4pts.)	C Meets Requirements (3pts.)	D Performs below required Expectations (2pts.)	F Failed to meet Requirements (1pt.)
Punctuality	Consistently arrived 15 min. early for a work/show call & working or ready to work.	Arrives 5 min. early for a work/show call & ready to work	Arrives right at work/show call barely ready to begin work.	Arrives 5 min. late to call with notification to instructor & crew lead.	More than 5 min. late for a call or absent. No notification which is equal to an absence.
Commitment/Willingness to work: <ul style="list-style-type: none"> ◇ At job site before/at call time. ◇ At job site for full scheduled time. ◇ Dressed appropriately for work. ◇ Brings tools needed for the job. ◇ Follows chain of command. 	Meets 5 out of 5 points	Meets 4 out of 5 points	Meets 3 out of 5 points	Meets 2 out of 5 points	Meets 1 out of 5 points
Completion of Task	Proficiently completed all tasks & goals.	Completed most tasks & goals.	Showed little interest, but completed tasks & goals.	Barely completed tasks & goals.	None of the tasks or goals were completed.
Application of Learned Skills	Mastery of pervious taught skills	Proficiency in previous taught skills	Satisfactory in previous taught skills	Unsatisfactory in previous taught skills	Failure to apply previous taught skills
Professionalism/ Respect	Exhibits full knowledge of skill(s) & process; efficiently executes task given.	Shows some understanding of skill(s) & process; executes task given.	Does not fully understand skill(s) & process; but tries to execute task to best of ability.	Does not understand skill(s) & process; barely executes task given.	No understanding of skill(s) & process; refuses to participate in production/event.
Leadership**** Bonus points for showing leadership skills during production EXTRA POINTS!!!					

SCALE:

- A. EXCELLENT = 17-20 points or 21-25 points**
- B. EXCEEDS REQUIREMENTS= 13-16 points or 16-20 points**
- C. MEETS REQUIREMENTS = 9-12 points or 11-15 points**
- D. PERFORMS BELOW REQUIRED EXPECTATIONS = 5-8 points or 6-10 points**
- E. FAILED TO MEET REQUIREMENTS = 0-5 points**

Failed Courses Policy

Any student that fails a course in the Technical Design and Production department will be transferred out of the Ellington School. Failure to pass all courses in the Technical Design and Production department will prevent the student from receiving the arts certificate upon graduation.

Cross-Departmental Transfers

Written special permission is required from the Chairpersons of both departments if a ninth- or tenth-grader is seeking to transfer from one department to another. Transferring is not an option in the eleventh and twelfth grades. All transfer requests must be approved by the Deans Department.

INTERNSHIPS

In the Spring months of the school year, TDP artists will be engaged in selected internships with some of the nation's preeminent arts organizations. We currently have partnerships with the Kennedy Center for the Performing Arts, Georgetown University, George Washington University, and Washington National Opera, with more to come over the course of the year.

INTERVIEW PROCESS/API (APPLIED PRACTICUM INTERVIEW)

Students come to Ellington for the excellent training and the exciting opportunity to express themselves as artists while challenging themselves to expand their knowledge in the classroom and through hands on experience. If you are willing to be a hard working, high achieving and dedicated team player, then Ellington is right for you! Through hard work, dedication, and the support of caring instructors, our young artists grow into mature global citizens with the necessary skills to succeed in higher education and in their artistic pursuits.

As one of the nation's premier college preparatory arts institutions, we recruit the best and maintain a high standard of achievement for our young artist - A high standard in both arts and academics. We offer an academic and art program that is intense, rigorous and exciting! All students interested in Technical Design and Production must complete the API five PHASE process.

PHASE I

Apply online at www.ellingtonschool.org or call 202.282.0123 to have an application mailed to your home.

PHASE II

Prepare the following information (no student will be accepted without providing the following information) those items with an asterisk (*) **must be typed using New Times Roman and 12pt font. NO EXCEPTIONS! You must hand deliver your submissions to Nicole O. Leonard, Interim Chair of Technical Production and Design – Duke Ellington School of the Arts 3500 R Street, N.W. Washington, DC 20007**

- A paragraph defining Technical Design and Production or Arts Management (*)
- A resume or list of any experience you have in the fields of technical design and production, set construction, sound or video recording, electronics, computers, costume design, fashion design, stage management, and/or crafts. (*)
- A typed 350-word essay that describes your interest in any aspect of technical design and production, for example, lights, costume, sound, set, stage management. Also, please explain what you plan to do with the training you will receive from Ellington's Technical Design and Production Department. (*)
- Three (3) letters of recommendation
- Most recent report card (If you have an IEP, you must bring a copy.)

PHASE III

Those students selected to move on to PHASE III will be scheduled for their Applied Practicum Interview prior to May of the audition year. The API is for students only. Date will be provided to those students who have passed PHASE I. Parent/guardians will not be allowed to participate in this PHASE.

PHASE IV

PHASE IV is the family interview. During PHASE IV, we require a parent/guardian representative to be present for the family interview. The family interview is an opportunity for the Technical Design and Production faculty to meet with the student and her/his family to answer questions and concerns you may have about Ellington. Additionally, Technical Design and Production faculty will discuss the level of commitment and dedication the student and his/her family needs to be successful at Ellington.

PHASE V

Finally, after we have received and reviewed all your information we may require you to take an academic placement test. The results from the academic placement test may have influence on the admissions decision. Following our final review, letters of acceptance/non-acceptance will be mailed to your home prior to the end of the school year.

ARTS FEES

Duke Ellington students are required to pay a yearly activity fee of \$200, which directly benefits the Arts department in which they are enrolled. This fee should be paid at the time of registration, but can be paid in installments. FEE should be paid in full by November 5th. Money orders and checks should be made to DESAP. This fee helps off-set the cost associated with bringing in guest artist and for participation in departmental outings. Failure to pay fees will result in student's ineligibility to participate in field trips, various school activities, receive school base scholarships and a senior's ineligibility to participate in the graduation commencement ceremony.

Additional requirements may include:

Scripts, books for projects, lighting or sound software and equipment, stage management kits, costume kits, scenic design software/items and other production related items.

The Technical Design and Production Department is committed to:

- Team Design
- Collaboration and communication;
- Respect for and responsiveness to the needs of all students, faculty, and staff;
- Highest standards in professionalism, design, creativity and academics;
- Critical, creative and imaginative thinking, diversity of ideas;
- Artistic, Academic and Intellectual freedom; Diversity & Citizenship.

Career Resource Videos:

Scenic Design

<https://www.youtube.com/watch?v=tXYX5YXjYaA>

Prop Masters

https://www.youtube.com/watch?v=_xWMTfzRC0

Lighting Design

<https://www.youtube.com/watch?v=wqMYsjHU5rU>

Projection Design

https://www.youtube.com/watch?v=Y3n6q_ZyfJg

Special Effects

<https://www.youtube.com/watch?v=MtRu-o87X6k>

Costume Design

<https://www.youtube.com/watch?v=-xZgYQJSJ3Q&t=13s>

Makeup Design

https://www.youtube.com/watch?v=K0hsrNUUF_w

Stage Manager

https://www.youtube.com/watch?v=IxaXb_16cSY

Scene Shop Safety Rules Agreement

1. Approved safety glasses are required when using the power tools in the shop or when using portable tools in other areas of the building.
2. All persons will operate or use a power tool only after having a thorough introduction to the operation of that tool by qualified shop personnel. It is the individuals' responsibility to inform shop personnel if they are unfamiliar with or unsure of the safe operation of a tool.
3. Do not wear neckties, scarves or other loose clothing or jewelry when operation power tools. Long hair should be securely tied back. Open toe shoes, flip flops, stocking or bare feet are not permitted in the shop.
4. Make sure the tool you are using is appropriate for and properly set up for the operation you are performing. If you are unsure, consult with qualified shop personnel.
5. Make sure all blades, bits or cutting tools come to a complete stop before removing scrap materials or making adjustments to the tool. Unplug tools before changing blades, bits or cutting tools.
6. Keep the area around fixed power tools clear of loose material and slip or trip hazards. After you are finished with a project return tools and hardware to their proper place and clean your work area.
7. Never operate machinery or enter a work area while under the influences of medications that may make you inattentive or drowsy. Do not operate equipment or tools when you are overtired or unsupervised.
8. These rules have been established as a safety guideline for all who use the shop. Failure to follow these rules or other safety instructions by qualified personnel will result in dismissal from the Ellington School.
9. The Duke Ellington School of the Arts, TDP scene shop is only for use by faculty, staff and TDP artist or students enrolled in classes in the TDP department.

I have read and agree to follow all these shop rules.

Name: (printed): _____ **Date:** _____

Student Signature: _____ **Instructor:** _____

ELECTRICS SAFETY RULES

Safety during the hang, focus, rehearsal, run and strike of the productions produced in the Ellington Theatre, is a high priority. To protect yourself and others, please observe the following rules:

- **Pay close attention to what you are doing.** Many accidents happen when people are simply not paying close attention to what they are working on. Pay attention. Stay focuses. No playing.
- **Ask questions – do not bluff.** If you are unsure about something you are requested to do, ask a supervisor to explain what is required and the proper way to do it. When in doubt, ask.
- **Wear appropriate clothing.** Avoid loose clothing. Open shoes or sandals, bare or stocking feet are not permitted.
- Tie back long hair.
- **When working overhead:**
 - **Empty your pockets of keys, loose change, etc. before doing any work overhead.**
 - Tie off all necessary tools securely when working overhead. Leave the ones you don't need.
 - Make sure that no one is standing directly below you. If someone is standing below where you are working, stop, ask them to clear the area and do not resume work until the area below is clear.
 - If something should drop from above, **immediately yell out to warn people below, "HEADS!"**
 -
- **Make sure the power is off (and lamp is cool)** when changing a lamp or doing other work inside lighting instruments and when circuiting them. Always use a cloth to remove or insert a lamp in a lighting instrument.
- **Every lighting instrument hanging over the stage or house must have a safety cable attached through the yoke and around the pipe.** When in doubt, use a safety cable.
- **Make sure that at least one person is steadying the base of a ladder or lift when anyone is working on top of it.**
- The Ellington Theatre is only for use by faculty, staff and TDP artist or students enrolled in classes in the TDP department.

I have read and agree to follow these safety rules.

Name: (printed): _____ Date: _____

Student Signature: _____ Instructor: _____

Safety Rules and Procedures

1. Personal Protection Equipment

- a. Eye and face protective equipment will be worn when grinding, chipping, welding, carting or when machine or operations present a potential eye or face injury.
- b. Where it is not feasible to reduce noise levels, ear protective devices shall be provided and worn.
- c. Proper respiratory protective devices shall be provided and used when exposed to harmful dust, gas, vapor, etc.
- d. Heavy gloves should be worn when handling wire rope and other rough materials.
- e. Wear proper work clothes and shoes. Shirts will be worn at all times. Pants pulled up and properly secured.

2. Housekeeping

Housekeeping is the first law of accident prevention and should be everyone's main concern. Maintenance of a clean work area is required at all times.

- a. Trash and waste materials are fire dangers and shall be removed from work area. Protruding nails on lumber are a hazard and shall be removed or bent down.
- b. Used lumber shall have all nails pulled before stacking.
- c. Structural steel, pipes, pipe, bar stock and other cylindrical materials, unless racked, shall be stacked and blocked to prevent spreading or tilting.
- d. Rigging equipment, when not in use, must be removed from the immediate work area so as not to present a hazard to the employees.
- e. The stage and shops must be swept at the end of each working day.
- f. Do not place anything over 3' in length into dumpster. Trash is not to go above the top of the dumpster.
- g. Keep the loading dock and area from the freight elevator to the loading dock clear of all Trash.

3. Fire Protection

- a. Access to all available fire fighting equipment shall be maintained at all times.
- b. Only approved fire extinguishers will be used and TDP artist should be instructed in their proper use.
- c. Used extinguishers must be removed from service until they are recharged. Replacements should be provided immediately.
- d. Only approved containers and portable tanks shall be used for the storage and handling of flammable and combustible liquids. These containers shall be properly labeled.

4. Power Tools and Hand Tools

- a. If you do not know how to operate any power tool do not use it until you receive instruction.
- b. Never work on stage or in the shop alone.
- c. Students & Employees shall not use unsafe hand tools either personal or Ellington owned.
- d. When power tools are designed to accommodate guard rails, they shall be equipped with such guards when in use.
- e. Wooden handles of tools shall be kept free of splinters or cracks and be kept tight in the tool.
- f. Electric power tools shall either be of the approved double insulated type or grounded properly.
- g. Extension cords used with portable electric tools shall be of three wire type and periodically inspected prior to each use.
- h. Any defective tool shall be tagged "unsafe - not to use".
- i. Unplug portable power tools when not in use and properly store.
- j. When done using a tool, always put it back in it's proper place.
- k. Tools are not to be removed from shops.

5. Air Tools

- a. All air tools must be connected to regulators and correctly adjusted.
- b. Do not load or unload air tool with fasteners with the airline connected to the tool.
- c. Never point the tool toward yourself or anyone else, whether it contains fasteners or not.
- d. Operate the tool with the nose squarely against a work piece of proper thickness and away from its edges.
- e. Do not remove, tamper with or otherwise cause the safety system to become inoperative.
- f. Do not operate a tool with a defective or disconnected safety system.
- g. Do not operate a tool with a safety system that sticks or binds.
- h. To prevent unintended tool operation and possible resulting injury, always disconnect the tool from the air line when:
 - a. Loading and unloading the tool
 - b. The tool is left unattended
 - c. Clearing a jam
 - d. Moving the tool at another location

6. Ladders

- a. The use of ladders with broken or missing rungs or steps, broken or split side rails or other faulty or defective construction is prohibited. Do not use.
- b. Portable ladder feet shall be placed on a substantial base and the area around the top and bottom of the ladder shall be kept clear.
- c. Portable ladders in use shall be tied, blocked or otherwise secured to prevent their being displaced.
- d. Do not setup or use the A-Frame ladder without proper instruction and supervision.

7. Lighting Equipment

- a. All lighting instruments must have a safety cable attached and all bolts properly tightened.
- b. The plug of each lighting instrument must be inspected and any signs of damage must be reported to a faculty member.
- c. Stage cable must be inspected regularly; any signs of damage must be reported to a faculty member.
- d. Do not touch the glass envelop of any stage lamp. If touched, clean with alcohol.
- e. Do not exceed the maximum allowable lamp wattage for a lighting instrument. Over wattage will damage the instrument.
- f. All circuiting of lighting equipment will take place with the power off.
- g. Test each lighting instrument and cable before each use.

8. Miscellaneous

- a. Aisles and walkways shall be kept clear of tripping hazards.
- b. Fire exits should not be obstructed.
- c. Spills should be cleaned up immediately.
- d. Hardware should be sorted and stored in it's proper place.
- e. In the Scene Shop, do not block the doors or area leading to the freight elevator.

9. Manual Lifting

- a. Get down close to load. (Bend your knees)
- b. Keep your back straight.
- c. Lift gradually, using legs.
- d. Divide weight and keep material close to body.
- e. Get help for bulky or heavy loads.

10. Flammable Liquids

- a. Shall be stored in approved containers.
- b. Material containers shall be stored in flammable storage cabinets located in the Scene Shop.
- c. All liquid containers shall be marked accordingly.

11. Flying

- a. Give verbal warning before moving battens.
- b. When loading and unloading arbors, clear area around lock rail and tie off or immobilize the arbor.
- c. Be sure batten is properly weighted before releasing the brake.
- d. If you do not know how to operate a lineset, do not touch anything until given appropriate instruction.
- e. Never stack stage weights above the height of the toe rail on the loading gallery.
- f. Alternate the direction of the stage weights whenever they are stacked on each other.

12. Pit

- a. Never operate the pit alone.
- b. Keep pit clean and free of trash

13. Accidents

- a. Report all injuries or accidents immediately to the Department Chair or onsite supervisor.
- b. If medical attention is required, contact a member of the faculty immediately. They will make the determination as to what level of medical attention is necessary.

I have read and agree to follow these safety rules.

Name: (printed): _____ Date: _____

Student Signature: _____ Instructor: _____

HANDBOOK AGREEMENT

Duke Ellington School of the Arts Family School Handbook Agreement

I have read the 2018-2019 Family-School Handbook, which sets forth the artistic philosophy, purpose, and objectives of the Duke Ellington School of the Arts Technical Design and Production department, and support wholeheartedly the Duke Ellington School of the Arts. Additionally, we understand that I/my child will be required to pass a re-admission applied practicum interview prior to the start of each year. I/we understand that I/my child can be transferred to his/her neighborhood school at any time due to poor academic and artistic performance, bad behavior, disrespectful attitude and poor attendance, at rehearsals, performances, production meetings, strikes and regular class meetings. It has been made clear to me that active involvement and regular attendance at parent meetings is crucial to my child's success. Furthermore, I understand that if I fail to play an active role in parent meetings on a regular basis, my child's participation grade suffers and they will be asked to transfer from the Duke Ellington School of the Arts. I further agree to support the school and the department in school activities and to be supportive of the administration and teaching staff. Should difficulties arise with administration or staff, I agree to handle these difficulties in a professional and respectful manner.

Student's Name (Please Print) Grade

Student's Address

Email Address

Cell Phone

Student's Signature & Date

PARENT/GUARDIAN SIGNATURE:

Parent/Guardian Name (Please Print)

Parent/Guardian Signature & Date

Parent/Guardian Email Address

Parent/Guardian Cell Phone

Home Phone

Work Phone

Signed family-school handbook agreements must be submitted to
Nicole O. Leonard, TDP Department Chair
no later than the last day, in the first week of school.

Students will not be permitted into class without a signed agreement.