

DUKE ELLINGTON SCHOOL OF THE ARTS
TECHNICAL DESIGN & PRODUCTION DEPARTMENT

Stage Management

Instructor: Robin Y. Harris

COURSE CATALOG DESCRIPTION

Stage Management (QTB)

This is an optional course in the Duke Ellington Technical Theater career pathway. This sequence of courses prepares students for a career in stage management in the technical theater industry. Students will learn about the role, responsibilities, and characteristics of a stage manager as the central figure in theater production.

COURSE OUTCOMES and OBJECTIVES

At the completion of this course the student should be able to understand the analysis process, department by department, that professional Stage Managers use as they study the script; be able to understand the extensive preparation professional Stage Managers make for the first and subsequent rehearsals; be able to comprehend the critical role that professional Stage Managers play as liaison between the producer, director, designers, other artistic personnel, the cast, and the crews; be able understand the complex issues and responsibilities that professional Stage Managers face in preparation for technical rehearsals, previews, and the first performances; and finally, be able to understand the increased responsibility that professional Stage Managers face as they take over the maintenance of long running, and touring productions. Through constant guidance and monitoring of the student's performance as a Stage Manager or Assistant Stage Manager for a full-length production, a greater sense of the student's ability to comprehend and synthesize the material can be derived.

METHOD OF INSTRUCTION

- Lecture and Discussion
- Demonstration and Illustration
- Printed Materials
- Limited Practical Experience

COURSE OUTLINE

1. Introduction to Stage Management: Breaking it Down...
2. Introductory Terms and Production Personnel
3. Job Description and 10 Golden Rules
4. Meeting the Director
5. Preproduction Paperwork and Script Analysis
6. Auditions and Production Meetings
7. Preparing for Rehearsals
 - a. The Prompt Book
 - b. Production Schedule
 - c. Rehearsal Schedule
8. The Rehearsal Room
 - a. The Call Board and Paperwork
 - b. Taping Out the Set
9. The Rehearsal Period

- a. Table Work
 - b. Rehearsing a Musical
 - c. Rehearsing a Non-Musical Play
 - d. Rehearsing During the Director's Absence
 - e. Fight Rehearsals
 - f. Rehearsal Notes (in Rehearsal Report)
 - g. Taking Blocking Notation
 - h. Prompting and Line Notes
 - i. Handling Artistic Temperaments
10. Preparing for Tech Week
- a. Paper Tech
11. Running Technical Rehearsals
- a. Light Cues Input
 - b. Sound Cues Input
 - c. Special Rehearsals
 - d. Dry Tech
 - e. Cue to Cue
 - f. Dress Parade
 - g. Dress Rehearsals
 - h. Photo Shoot
 - i. Curtain Calls
12. Calling the Show
13. Opening Night and Performances

COURSE REQUIREMENTS/GRADING

Participation (10%). This includes punctuality; professionalism/respect; constructive comments and opinions; use of appropriate terminology; thoughtful criticisms; attentiveness; and class discussions.

Practice & Application (Total 50%). This includes student journals; written responses; research; individual and group tasks; home assignments; and presentations.

Assessments (Total 40%). This includes quizzes; student product; cumulative tasks, projects/portfolios; performance tasks; compositions; and unit tests.

GRADING SCALE

The course will be graded on a combined point system (for exams and quizzes) and an evaluation system (for assignments and projects), plus any extra credits earned. Grading will correlate with the following:

POINT SYSTEM:

PASS or FAIL SYSTEM:

A	93 - 100	B+	87 - 89	C+	77 - 79	D+	67 - 69		Pass	10 pts
A-	90 - 92	B	83 - 86	C	73 - 76	D	64 - 66		Fail	0 pts
		B-	80 - 82	C-	70 - 72	F	63 and below			

EVALUATION POINT SYSTEM

A+	5 pts	Exceptional	Earning an "A+" means the student has exceeded advanced understanding and exceeds assignment and project expectations, demonstrating academically superior skills and innovation in that specific area.
A	4 pts	Excellent	Earning an "A" means the student has exhibited advanced understanding and exceeds assignment and project expectations, demonstrating academically superior skills in that specific area. An "A" is difficult to obtain and indicates unusually high achievement.
B	3 pts	Very Good	Earning a "B" means the student has exhibited proficient understanding and meets assignment and project expectations. A student receiving a "B" is right on track with the courses high academic expectations. A "B" is something to be celebrated!
C	2 pts	Good / Satisfactory / Ok	Earning a "C" means the student has exhibited basic understanding and partially meets assignment and project expectations. A student receiving a "C" understands the basic concept or skill, but has not yet reached the proficient level.
D	1 pt	Unsatisfactory	Earning a "D" means the student has exhibited minimal understanding and does not meet assignment and project expectations.
F	0 pts	Unacceptable	Earning a "F" means the student has failed to exhibit minimal understanding and does not meet assignment and project expectations.

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.

GENERAL REQUIREMENTS

- All work must be neat and turned in on time. Work that is late or in an improper form **MAY NOT BE ACCEPTED!**
- The student must attend ALL class meetings. It is the responsibility of the student to clear all absences with the instructor.
- Students who miss an examination, quiz or assignment must present a signed and dated official excuse (such as one from a physician or a DESA administrator) and schedule to complete the missed work within one week after returning to class.
- The instructor reserves the right to consult with others to determine the student's performance on an assignment.
- The instructor reserves the right to modify the course content and direction, as well as method of evaluation, if circumstances prove this necessary. The students will be given ample notice if any changes are needed.
- No cheating will be tolerated! All tests and assignments are to be your work, and any quoting or borrowing of ideas of others **MUST BE ACKNOWLEDGED**, and properly denoted.

***This Syllabus is subject to change.**

(REVISED 8/16/18)