

COURSE SYLLABUS

LAST REVIEW	Spring 2021		
COURSE TITLE	Stage Management		
COURSE NUMBER	THTR 0185		
DIVISION	Arts, Communications, and Humanities		
DEPARTMENT	THTR		
CIP CODE	24.0101		
CREDIT HOURS	3.00		
CONTACT HOURS/WEEK	Class: 3	Lab: X	Clinical: X
PREREQUISITES	None		

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at:
<https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html>

COURSE DESCRIPTION

The course is designed to enable students to understand and apply the fundamental methods, techniques and responsibilities of the Stage Manager in Theatrical Production, from pre- production to auditions and from the first rehearsal through closing night and strike.

KANSAS SYSTEMWIDE TRANSFER: THTR0185

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:
https://kansasregents.org/workforce_development/program-alignment

General Education Learning Outcome

- ☐ Basic Skills for Communication
- ☐ Mathematics
- ☐ Humanities
- ☐ Natural and Physical Sciences
- ☐ Social and Behavioral Sciences

Institutional Learning Outcomes

- ☐ Communication
- ☐ Computation and Financial Literacy
- ☐ Critical Reasoning
- ☐ Technology and Information Literacy
- ☐ Community and Civic Responsibility
- ☐ Personal and Interpersonal Skills

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS 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, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Characteristics of a good stage manager
 - A. Professional attitude
 - B. Goals
- II. Scheduling and company rules
 - A. The master calendar
 - B. Rehearsal schedules
 - C. The callboard
 - D. Staff meetings
 - E. Company rules
- III. Budgeting
- IV. Script preparation
 - A. The prompt script
 - B. Understanding the script
 - C. Plots
- V. Expediting auditions and readings
 - A. Posting notes
 - B. Controlling scripts
 - C. Obtaining information
 - D. Controlling forms

- E. Controlling a cast list
- VI. Rehearsal procedures
 - A. Preset diagrams
 - B. Rehearsals away from the stage
 - C. Rehearsal calls
 - D. Calling and pinpointing cues
 - E. Blocking notation
 - F. French scene diagrams
 - G. Spiking set pieces
 - H. Prompting
 - I. Warning
 - J. Maintaining order
 - K. Giving rehearsal, publicity, and costume calls
 - L. Posting running orders
 - M. Timing rehearsals and performances
 - N. Keeping a rehearsal log
 - O. Submitting rehearsal reports
 - P. Accident prevention and reports
 - Q. Keeping a Do-List
- VII. Running the technical rehearsal
- VIII. Running the show
 - A. Check lists
 - B. Giving cues
 - C. Timing curtain calls
 - D. Walking the curtain
- IX. Equipment and the theatre
 - A. Personal equipment for stage managers
 - B. Stage diagrams
 - C. Fuse boxes
 - D. Diagramming lighting instrumentation
 - E. Information packets
- X. Supervising lighting
 - A. Preparing a lighting sheet
 - B. Regeling plans/lighting schedule
 - C. Area lighting diagrams
 - D. Gel patterns
- XI. Supervision of shifts
 - A. Shift plot charts
 - B. Take-in
 - C. Crew briefing
 - D. Scene dock
 - E. Shift inspection
 - F. Scene shift diagrams
 - G. Audience caution
 - H. Upkeep of sets
- XII. Closing and moving

- A. Strike plan
- B. Changeover schedule
- C. Moving the show
- D. Itineraries

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Describe the duties of a stage manager.
- B. Identify and describe effective rehearsal procedures.
- C. Successfully run a technical rehearsal.
- D. Successfully run a production.
- E. Effectively organize post-production information.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.