**COURSE OUTLINE OF RECORD**

**Number:** THEA G161  
**TITLE:** Stage Management

**ORIGINATOR:** Susan Babb  
**EFF TERM:** Fall 2008  
**DATE OF OUTLINE/REVIEW:** 01-16-2008  
**TOP NO:** 1007.00

**SEMIESTER UNITS:** 3.0

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<tr>
<th>HRS LEC</th>
<th>HRS LAB</th>
<th>HRS OTHER</th>
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**CONTACT HRS TOTAL:** 54.0

**STUDY NON-CONTACT HRS RECOMMENDED:** 108.0

**CATALOG DESCRIPTION:**

This course teaches students processes and techniques to manage the preparation, rehearsal, and performance of theatrical productions. Basic skills to be introduced include blocking notation, production book assembly, and communication protocols applied in the theatrical production process. Stage management as a profession will be studied. Students are required to see college productions.

**JUSTIFICATION FOR COURSE:**

**PREREQUISITES:**

**COREQUISITES:**

**ADVISORIES:**

**ASSIGNED DISCIPLINES:**  
Drama/theater Arts

**MATERIAL FEE:** Yes [ ] No [X] Amount: $0.00

**CREDIT STATUS:** Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

**GRADING POLICY:** Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

**OPEN ENTRY/OPEN EXIT:** Yes [ ] No [X]

**TRANSFER STATUS:** CSU Transferable [X] UC/CSU Transferable [ ] Not Transferable [ ]

**BASIC SKILLS STATUS:** Yes [ ] No [X]  
**LEVELS BELOW TRANSFER:** Not Applicable

**CALIFORNIA CLASSIFICATION CODES:** Y - Not Applicable

**NON CREDIT COURSE CATEGORY:** Y - Not applicable, Credit Course

**OCCUPATIONAL (SAM) CODE:** E

**REPEATABLE ACCORDING TO STATE GUIDELINES:** No [X] Yes [ ] NUMBER REPEATS:

**REQUIRED FOR DEGREE OR CERTIFICATE:** No [ ] Yes [X]

**THEATER ARTS(ASSOCIATE IN ARTS)**

**GE AND TRANSFER REQUIREMENTS MET:**

**COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:**

1. evaluate the role of the Stage Manager in the collaborative relationship of the director, designers, actors, and crew.
2. prepare and organize a production book for performance, including blocking notations, scene shift organization, technical cues.
3. demonstrate basic production scheduling and time management from auditions to production.
4. apply communication skills, including conflict resolution.
5. analyze a play for production.
6. describe basic safety and emergency procedures for rehearsals and performances.

COURSE OBJECTIVES:
1. Evaluate the role of the Stage Manager in the collaborative relationship of the director, designers, actors, and crew.
2. Analyze a play for production.
3. Apply communication skills, including conflict resolution.
4. Demonstrate basic production scheduling and time management from auditions to production.
5. Prepare and organize a production book for performance, including blocking notations, scene shift organization, technical cues.
6. Describe basic safety and emergency procedures for rehearsals and performances.

COURSE CONTENT:

LECTURE CONTENT:

A. Characteristics of an effective Stage Manager
   1. Communication skills including privacy issues
   2. Organizational skills including crew training
   3. Conflict resolution
B. Characteristics of the theater space
   1. Differences in theater structures
      a. Proscenium
      b. Thrust
      c. Arena
   2. Types of producing theaters
      a. Broadway, Off-Broadway, Off-Off-Broadway
      b. Touring productions
      c. Regional theaters
      d. Community theaters
      e. Educational theaters
C. Analyzing the play
   1. Plot analysis
   2. Technical requirements
      a. Scenery and props
      b. Lighting and sound
      c. Costume and make-up
D. Collaboration with the production team
   1. Scheduling and conducting production conferences
   2. Understanding responsibilities and relationship of director, designers, technical crew, actors, and performers.
E. Organizing and expediting auditions
   1. Selecting and preparing material
   2. Controlling scripts and resumes
   3. Preparing a cast list
F. Rehearsal Procedures
   1. Reading a ground plan and taping the stage floor
   2. Blocking notation
   3. Managing rehearsal time
   4. Preparing checklists and production forms
   5. Additional requirements for musical theater
G. Technical Rehearsal Organization
   1. Preparing a Production Book with technical cues
   2. Planning and supervising scene shifts
3. Running technical rehearsals
4. Calling cues

H. Running the production
   1. Working with the House Manager and front-of-house staff
   2. Developing strike schedule after production closes
   3. Touring productions

I. Overview of managing production budgets
   1. Budget forms

J. Overview of safety and emergency procedures
   1. Fire and safety requirements
   2. Stage combat procedures
   3. Basic first aid procedures
   4. Safe operation of theater equipment

K. Careers in stage management
   1. Professional rules and procedures
      a. Actor’s Equity Union
      b. International Alliance of Theatrical and Stage Employees

METHODS OF INSTRUCTION:

A. Lecture:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments

Text Websites Play script, ground plans

Out-of-class Assignments

Writing Assignments

Rehearsal reports and notices
Technical analysis
Blocking notation
Production book with technical cues

METHODS OF STUDENT EVALUATION:

Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

Demonstration of Critical Thinking:

Analyze a script for production requirements Develop a production book through evaluating the technical requirements of the production Develop production forms and checklists

Required Writing, Problem Solving, Skills Demonstration:

Rehearsal reports and notices Technical analysis Blocking notation Production book with technical cues
TEXTS, READINGS, AND RESOURCES:

TextBooks:

LIBRARY:

Adequate library resources include: Non-Print Materials

Comments:

Attachments:

Attached Files