

THTR 257 Stage Management
Monday, Wednesday 11:30am - 12:50pm
KUPFRIAN HALL 110

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Office Location: Kupfrian Hall 113

Office Hours: Thursdays 1-3pm

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Course Mode: Face-to-Face

Course Description:

THTR 257, Stage Management, is a course for undergraduate students that introduces the principles and techniques of stage management including an emphasis in the collaborative process. Students will learn to perform the duties, responsibilities and procedures of stage managers from pre- to post-production. Students are required to participate in the two productions this semester with a larger emphasis on “The Directors’ Project” (TDP) where they will work in tandem with a student director from THTR 213, Directing to produce and execute a successful production.

Course Learning Outcomes:

- Obtain an understanding of stage management concepts and methods
- Define and learn the role and responsibilities of stage managers in live performance
- Analyze a script for production
- Document a production by assembling a prompt book with all necessary paperwork for TDP including production calendars, cast lists, rehearsal schedules, etc.
- Develop methods and terminology to communicate effectively with artists and technicians in the performing arts
- Discover collaboration, problem solving and team management within the theatrical creation process
- Learn to display a professional attitude when performing stage management activities
- Develop a sense of transferable stage management skills that can be applied to any field of study or career path including managerial skills in order to supervise and manage production personnel

Course Requirements:

- Full participation in all class discussion, activities, and assignments
- Participation in NJIT theatrical production of Peter and the Starcatcher

- Role as a Stage Manager for a one-act play in The Directors' Project from Pre-Production to Strike which includes attending rehearsals, tech rehearsals, dress rehearsals and each of the performances

Required Course Materials:

- Access to a computer with Microsoft Word/Google Docs and Microsoft Excel/Google Sheets
- 1-inch binder for Prompt Book
- Black attire for technical rehearsals, dress rehearsals and performances of The Directors' Project

Instructional methods:

This course is a studio course wherein students will both learn and demonstrate stage management skills in the classroom and in The Directors' Project theatrical production.

Information will be provided by readings, lectures and in-class discussion.

Students will participate in hands-on exercises in the stage management practices throughout the term.

Grading Scale :

100 - 92.5 A, 92.4 - 85 B+, 84.4 - 80 B, 79.9 - 77.5 C+, 77.4 - 70 C, 69.9 - 60 D, 59.9 - 0 F

Grading Policy & Assessment Categories:

In-Class Participation (15%)

Students are expected to show up on time and ready to participate in in-class activities & discussions. Quizzes will be given periodically throughout the semester.

Homework Assignments (15%)

Assignments will be given weekly in the form of readings, watching videos & written responses/assignments.

ATTEND 5 hours of Peter and the Starcatcher Rehearsal (10%)

Students will attend rehearsals of Peter and the Starcatcher in the month of October in preparation for their role as a Stage Manager in The Directors' Project. Students are expected to report back with their observations either in-class or as a written homework assignment.

Usher (2) Performances of Peter and the Starcatcher (10%)

Students are expected to participate in a front of house role (unless otherwise participating in the back of the house) as an Usher. One of those performances will be

inside the Jim Wise Theatre fulfilling their obligation to watch the performance.

*Performance Dates: November 7-9 at 7pm

Participation in The Directors' Project (25%)

Students will take on the role of Stage Manager pairing up with a Director from the Directing class from the period of pre-production to strike. Students are expected to attend all auditions, rehearsals, production meetings, performances and strike.

Meet Director: October 9 from 3:30-4:30

Auditions: October 21, 23, 24 from 6-9pm, Central King Building 116

Rehearsal Period: October 30-November 25 (A minimum of 10 rehearsal hours must be reached)

Tech Rehearsal: December 2-3 from 6-10pm

Dress Rehearsal: December 4-5 from 6-10pm

Performances: December 6-7 at 7pm, (Possible 2:30pm performance on December 7)

Stage Management Prompt Book (25%) Due December 11

Students will assemble a Stage Manager's Prompt Book over the course of the semester for their one-act production in The Directors' Project.

Prompt books should include the following:

- Contact Sheet
- Production Calendar
- Character Breakdown
- Props List
- Groundplan
- Script with blocking notation and cues
- Line notation forms
- Rehearsal notes
- Performance reports
- Pre-Show checklists

Feedback:

I will deliver feedback on each major course assessment using the comments feature in Canvas no later than the next assigned class.

Exam Information and Policy for Late Work:

There is no final exam, quizzes will be given periodically. Assignments for that class date must be completed on that date. Late assignments will not be accepted without prior notification and approval.

Academic Integrity Statement:

Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: [NJIT Academic Integrity Code](#).

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu

Class Etiquette:

Students are expected to follow [NJIT's Code of Student Conduct](#). Students should be polite, active participants and respect their instructor, classmates, as well as ideas or opinions that differ from their own. While scholarly debates are encouraged, they should not become personal attacks.

Participation:

Related to the importance of attendance, participation is critical to success in this course. We will be consistently working on exercises and material in class, sharing our viewpoints, and challenging ourselves to think outside the box and use the tools given in the lessons. I promise to foster an environment of curiosity and openness if you promise to approach the class with effort and bravery.

Additionally, this course may function very differently from what you are used to or your other courses here at NJIT. Theatre—is an art form. There is technique and methodologies involved in every step, which is part of what we are learning. But know that these techniques and methods are not the only path forward. In fact: there is not one path forward—there are many. These methods serve not as objective truths, but rather as tools to help the artist explore deeper and more effectively and to, hopefully, find ways of affecting themselves and their audiences in a more and more relevant and profound way as time passes.

As a result, your participation in this course is based on your effort and willingness to commit fully to the assignments and exercises. No one student will learn exactly the same things as any other student—instead, when you fully commit yourself to the work you will discover your own path of discovery. As your instructor, I am seeking and observing the level to which you commit and how much effort you expend. You cannot expect me to read your mind—I can only observe each of you deeply to see what effort, commitment, exploration, and bravery you bring to each

class. Your job is to show me this work. Do this authentically and with deep curiosity and you will not only succeed in this class, but also take many lessons with you to the rest of your life.

Absences:

Unexcused absences will count against your participation grade. 3 unexcused absences will lower your overall participation grade by a percentage; If you have extenuating circumstances for any reason and miss a class you must contact the Dean of Students Office.

Accommodations:

The Office of Accessibility Resources and Services works in partnership with administrators, faculty, and staff to provide reasonable accommodations and support services for students with disabilities who have provided their office with medical documentation to receive services.

If you are in need of accommodations due to a disability, please contact the [Office of Accessibility Resources and Services](#) to discuss your specific needs.

Weekly Course Schedule:

Week 1: September 4

Introduction to the Course, Syllabus Overview, Course Expectations

Week 2: September 9, September 11

What is a Stage Manager? Stage Manager's Artistic Contribution; Communication Techniques/Approach

Week 3: September 16, September 18

Season Selection; Assembling design and production team; Design Process; Budgeting

Week 4: September 23, September 25

Pre-Production, Paperwork Layout/Design, Task List, Time Management

Week 5: September 30, October 2

Pre-Production, Script Breakdown, Meeting Director & set up expectations, Production meetings (continued)

Week 6: October 7, October 9

Prompt/Production Book Assembly

October 9 - First Production Meeting, 3:30-4:30pm

Week 7: October 14, October 16

Audition Preparation: forms, scheduling, sides

Week 8: AUDITION WEEK

October 21, October 23, October 24, Central King Building 116

First Day of Rehearsal procedures, read through, meet & greet, setting up schedules, fostering a safe and inclusive environment; conflict management

October 21 - Auditions, 6-9pm

October 23 - Auditions, 6-9pm

October 24 - Auditions, 6-9pm

Week 9: October 28, October 30

Reading Ground plan; taping of set; Notation for Theatre

October 30 - Director's Project Rehearsals Begin

Week 10: November 4, November 6

Notations for Theatre (Cont.), Facilitating Rehearsals, Shop Visit

November 7 - Peter and the Starcatcher Performance 1, 7pm, Jim Wise Theatre

November 8 - Peter and the Starcatcher Performance 2, 7pm, Jim Wise Theatre

November 9 - Peter and the Starcatcher Performance 3, 7pm, Jim Wise Theatre

Week 11: November 11, November 13

Preparation for Technical & Dress Rehearsals, Load-in, Prop List & Tables, Presets

November 13 - Production meeting, 2:30-4pm

Week 12: November 18, November 20

Calling a Show Discussion, cue lights, monitors, headsets, calling techniques

Week 13: November 25, No Class November 27

In-Class Discussion check-In for The Directors' Project; Prompt Book 1st Look

Week 14: SHOW WEEK

December 2 - In-Class Final Preparation

Tech Rehearsal, 6-10pm, Jim Wise Theatre

December 3 - Tech Rehearsal, 6-10pm, Jim Wise Theatre

December 4 - In-Class Final Preparation

Dress Rehearsal, 6-10pm, Jim Wise Theatre

December 5 - Dress Rehearsal, 6-10pm, Jim Wise Theatre

December 6 - Performance 1, 7pm, Jim Wise Theatre

(TBD: December 7 - Performance 2, 2:30pm, Jim Wise Theatre)

December 7 - Performance 3, 7pm, Jim Wise Theatre

Week 15: STRIKE WEEK

December 9, December 11

Class will meet at the Jim Wise Theatre and Participate in Striking the set for The Directors' Project

Canvas Accessibility Statement:

Instructure is committed to ensuring its products are inclusive and meet the diverse accessibility needs of our users. Canvas LMS strives for WCAG 2.1 Level A/AA and Section 508 conformance. Regular testing (both internal and by a third party) is conducted to identify conformance issues, with processes in place for timely remediation of accessibility issues that are identified. Canvas is a complex and broad system. The statements below are accurate as of the date indicated.

Canvas has been evaluated by Instructure and WebAIM according to WCAG 2.1 standards. Testing is regularly conducted using automated tools, assistive technology (such as screen readers, keyboard testing, etc.), and coding best practices. Third party accessibility evaluation occurs regularly with internal audits conducted with each release. Mechanisms are in place for logging and fixing accessibility defects.

This syllabus may be subject to updates throughout the semester.