



THA-118: STAGE MANAGEMENT

Effective Term

Fall 2025

BOT Approval Date

04/11/2024

Discipline

THA - Theater Arts

Course Number

118

Course Title

Stage Management

Short Title

Stage Mgmt

Credit Status (CB 04)

D - Credit - Degree applicable

Units**Lecture Units**

3.00

Total Units

3.00

Hours**Lecture Contact Hours**

48-54

Out of Class Hours Lecture

96-108

Total Contact Hours

48 - 54

Total Out of Class Hours

96 - 108

Total Student Learning Hours

144 - 162

Distance Education

No

Catalog Description

This course presents the basic skills of stage management, which involves organizing and producing dramatic and musical plays. Through the study of stage managing, backstage operations, technical crews and equipment, budget, and house managing, the students identify the techniques necessary to stage manage and run a theater with the greatest effectiveness. Students will also learn interpersonal skills necessary for working with groups of people from diverse ethnic, cultural, and socioeconomic backgrounds.

Codes**TOP Code (CB 03)**

1006.00* - *Technical Theater

CIP Code

50.0599 - Dramatic/Theatre Arts and Stagecraft, Other.

Repeatability Code

No

Grading Option

Letter grade OR P/NP

Learning Objectives**Learning Objectives****Learning Objective**

1. Develop a familiarity with terminology specific to the theatrical production setting.
2. Illustrate an understanding of typical theatrical organization through creation of a hierarchical flow chart.
3. Create a prompt book relevant to a theatrical production.
4. Differentiate the duties and responsibilities of theatrical production personnel.
5. Organize and guide a production meeting, identifying the specific jobs assigned to each team member, and displaying diplomatic time management and organizational skills.
6. Develop and apply equitable stage management techniques for working with actors, directors, producers, designers, technicians and house management staff from diverse backgrounds.
7. Compose production calendars, cast lists, rehearsal schedules, company rules, production plots and production budgets and other necessary documentation required of a theatrical production.

Learning Outcome Information**Course Learning Outcomes****Learning Outcome**

1. The student will demonstrate the ability to identify safety concerns for production personnel.
2. The student will develop a stage managers prompt book.
3. The student will develop an understanding of terminology specific to the theatrical production setting.

Program Learning Outcomes**Learning Outcome**

The student will develop an appreciation for theatre/film through critical analysis of the art form.

The student will develop knowledge regarding the cultural, artistic and expressive contexts of theater/film.

The student will develop an awareness of the political, cultural, economic and historical context of theatrical expression from ethnically diverse voices.

Institutional Learning Outcomes

Aesthetic Awareness: The student will identify and evaluate how aesthetic expression leads to an appreciation of social and cultural context as well as the values of art and nature.

Content**Course Lecture Content**

1. Making a production run smoothly
 - a. Characteristics of a good stage manager
 - b. Professional attitude
 - c. Understanding and celebrating working with diverse artists
 - d. The Stage Manager as an advocate of equity
2. Getting and understanding the play

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- a. Analyzing the script
 - b. Obtaining the rights
 - c. Play services
 3. Assembling a prompt book
 - a. Requirements of the script
 - b. Scenery
 - c. Costuming
 - d. Lighting
 - e. Audio
 - f. Make Up
 - g. Hair and wigs
 - h. Properties
 - i. Hand props
 - j. Furniture props
 - k. Costume props
 - l. Special Effects
 - m. Character breakdown
 4. Master cue sheet
 - a. Audio cues
 - b. Lighting cues
 - c. Projection cues
 - d. Rail cues
 - e. Shift/grip cues
 - f. Effects cues
 - g. Costume quick change cues
 5. Scheduling and company rules
 - a. The production calendar
 - b. Opening performance
 - c. Closing performance
 - d. Evening performances
 - e. Matinee performances
 - f. Load Ins
 - g. Scenery
 - h. Audio
 - i. Lighting
 - j. Focus calls
 - k. Properties
 - l. Rigging
 - m. Costumes
 - n. Creating an equitable rehearsal schedule
 - o. Company rules: a list of expected behaviors
 - p. Attendance procedures
 - q. Safety procedures
 6. Rehearsal and performance etiquette
 - a. Establishing an environment of respect and professionalism
 - i. The use of inclusive language
 - ii. identifying micro-aggressions in cast and crew inter-actions
 - b. Using costumes and properties

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- c. Makeup and hair/wig procedures
 - d. Deadlines
7. Getting acquainted with your theater
- a. The chain of command
 - b. Producer
 - c. Director
 - d. Choreographer
 - e. Musical Director
 - f. Vocal Director
 - g. Production Manager
 - h. Production Stage Manager
 - i. Stage Manager
 - j. Company Manager
 - k. Theatre Manager
 - l. Box Office Manager
 - m. Controller
 - n. Designers
 - o. Performers
 - p. Technicians and stage hands
8. Personal equipment for Stage Managers
- a. Writing implements
 - b. Note pads
 - c. First Aid kit
 - d. Measuring implements
 - e. Timing devices
 - f. Tape Spike tape
 - g. Glo-tape
 - h. Gaff tape
9. Theater information
- a. Stage spaces
 - b. Proscenium
 - c. Thrust
 - d. Arena
 - e. Black box
10. Stage diagrams and drawings
- a. Ground plans
 - b. Vertical sections
 - c. Working drawings
 - d. Lighting equipment and drawings
 - e. Light plots
 - f. Channel hookups
 - g. Lighting instruments
11. Control consoles
- a. Sound equipment
 - b. Playback devices
 - c. Microphones
 - d. Audio effects
12. Scene shop and loading dock

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- a. Hand and power tools
 - b. Construction and storage areas
 13. Costume shop and dressing rooms
 - a. Equipment Construction and storage areas
 - b. Dressing room assignments
 14. Property shop
 - a. Hand and power tools
 - b. Construction and storage areas
 15. Expediting auditions and readings
 - a. Working with actors
 - b. Principal roles
 - c. Minor roles
 - d. Ensemble roles
 - e. Swings
 - f. Understudies
 16. Controlling scripts
 - a. Purchasing from play service
 - b. Renting scores, librettos, orchestrations, chorus books from play services
 17. Obtaining personnel information
 - a. Production personnel contact list
 - b. Performer contact list
 - c. Organizing and distribution of contact lists
 18. Actor's Equity union deputy elections
 - a. Actor's Equity guidelines and regulations
 - b. Duties and responsibilities of the deputy
 - c. First company meeting
 19. Budgeting
 - a. Expenses
 - b. Fixed expenses
 - c. Variable expenses
 - d. Income
 - e. Earned income
 - f. Unearned income
 - g. Paying for expenses
 - h. Purchase orders
 - i. Petty cash funds
 - j. Contingencies
 20. Rehearsal procedures
 - a. Blocking
 - b. Accident prevention
 - c. Rehearsal reports
 - d. Keeping the cast on time
 - e. Sign in sheets
 - f. Giving and getting calls
 - g. Half hour call
 - h. 15 minutes call
 - i. Places call
 21. Department and property management

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- a. Stage managers as supervisors
 - b. Property checklists
 - c. Lighting, sound and cueing equipment
 - d. Conducting lighting and sound checks
 - e. Preset of props, scenery and costumes
 - f. Supervision of shifts
 - g. Shift plot charts
 - h. Load ins and changeovers
22. Running technical rehearsals
- a. Calling and giving cues
 - b. Warns, standbys and goes
 - c. Running the performances
 - d. Maintaining the integrity of the production
 - e. Performance reports
23. Working with the House Manager
- a. House manager duties
 - b. Cooperation of the House Manager and Stage Manager
24. Closing and moving/touring
- a. Company manager
 - b. Strike plan
25. Working with theatrical unions
- a. Actors Equity Association (AEA)
 - b. United Scenic Artists (USA)
 - c. International Alliance for Theatrical Stage Employees (IATSE)
 - d. Working with theatrical organizations
 - e. American League of Broadway Theatres and Producers (The League)
 - f. League of Resident Theatre Companies (LORT)
 - g. Community Theatre Educational Theatre
26. Getting a job
- a. Job publications
 - b. Resumes
 - c. Cover letters
 - d. Letters of recommendation

Methods of Instruction

Method

Activity

Integration

The Instructor will guide students through mapping the hierarchy of a theater organization through the creation of flow charts.

Method

Film/video Viewing and Discussion

Integration

The Instructor will present filmed interviews with theatrical production personnel from diverse backgrounds detailing their specific duties and responsibilities and lead the ensuing discussion.

Method

Homework

Integration

The Instructor will assign students various projects based on the current subject matter covered. For example: Using an assigned play, the student will develop a scene by scene, actor by actor prop list.

Method

In-class Exercises

Integration

The Instructor will lead in-class exercises encouraging students to develop and apply effective stage management techniques for working with theatrical production personnel. Discussion will include the importance of an equity-minded approach in working with diverse artists with varying points of view.

Method

Lecture

Integration

The Instructor will lecture on and guide a classroom discussion on terminology specific to the theatrical production setting.

Method

Role Playing/Simulation

Integration

The Instructor will guide students role playing exercises and simulation of a typical production meeting with students acting as theatrical production personnel.

Methods of Evaluation**Method**

Class Work

Integration

Students will create a hierarchical flow chart of a typical theatrical organization. Students will be evaluated on their ability to differentiate the duties and responsibilities of theatrical production personnel.

Method

Homework

Integration

Students will compose production calendars, cast lists, rehearsal schedules, company rules, production plots and production budgets and other necessary documentation required of a theatrical production. This homework will be evaluated on completion, accuracy, readability, and relevance to the theatrical production.

Method

Projects

Integration

Students will create a prompt book relevant to a theatrical production. This project is to be evaluated on completion and accurate inclusion of director notes, blocking, script notes, cast list, production schedule, light cues, and sound cues.

Method

Quizzes

Integration

Students will complete periodic quizzes and be evaluated on their mastery of terminology specific to the theatrical production setting.

Assignments**Assignment Type**

Writing

In-class and/or outside of class

Outside of class

Formative or Summative

Formative

Assignment

Complete a play analysis including differentiation of direct and indirect script notes of assigned script. This document is to include scene breakdowns, time, location, historical context, biographical information about the author and background of play production (awards, length of runs, etc.).

Assignment Type

Writing

In-class and/or outside of class

Outside of class

Formative or Summative

Summative

Assignment

Produce a complete prompt book for an assigned play text by detailing the various actor, audio, lighting, property, costume, and scenic cues written into the play. The prompt book should also include an actor/scene breakdown, a rehearsal schedule, and company rules.

Assignment Type

Reading

In-class and/or outside of class

In-class

Formative or Summative

Formative

Assignment

Read "A Christmas Carol" by Charles Dickens and research the real theatrical production personnel and processes from an actual production. Share with the class your findings, and discuss in detail how and why the production process was equity minded. If it was not, discuss in detail, what can be improved to create a more successful equity-minded production process.

Assignment Type

Other

In-class and/or outside of class

In-class

Formative or Summative

Summative

Assignment

Role-play a typical production meeting, and apply effective stage management techniques for working with actors, directors, producers, designers, technicians and house management staff from diverse backgrounds.

Course Materials**Textbooks**

Gillett, C., J. Sheehan (2023). The Production Manager's Toolkit: Successful Production Management in Theatre and Performing Arts. Routledge. ISBN: 9780367406363

Stern, L., J. Gold (2021). Stage Management. Routledge. ISBN: 9780367647896

Class Size Information**Class Size**

30

Class Size Category

F - Individualized, skills#based instruction/field practice 30

Diversity and Inclusion**Explain how diversity and inclusion(e.g., gender, culture/race, sexuality, etc.) is infused into the course.**

Language was added to the catalog description, learning objectives, and course content to emphasize the importance of considering diverse voices and equity in theatrical production. A MOI was added to include the use of diverse perspectives in learning about theatrical personnel. A summative assignment was also added, asking students to role-play effective stage management techniques for working with diverse groups of people.

Describe how assignments, instruction, evaluation, course content, and interactions are contextualized for diverse learners promoting an equitable course.

Course content was added to emphasize the importance of diversity and equity in the theatrical production process. In doing so, we hope to engage the professional standards of future artists, technicians, and producers by cultivating an awareness and appreciation of how diversity and equitable rehearsal and performance practices enhance the theatrical art form. Course content will be presented in different ways, utilizing multimedia, video, lecture, hands on and group activities to create an equitable learning environment to accommodate students with diverse learning styles.

Interactions**Explain how the course will incorporate student-to-student interaction.**

Students will collaborate and exchange ideas with one another in groups when role-playing as theatrical personnel. Student to student contact will also be incorporated into this course by encouraging students to give feedback on each other's completed assignments.

Explain how the course will incorporate instructor-to-student interaction.

The instructor will work closely with each student to ensure their production documents adhere to professional standards. They will actively coach students on the skills necessary to complete each assignment. During lectures, the instructor may show visual examples, video, or provide written examples to the class.

Explain how the course will incorporate student-to-content interaction.

Through practical application of stage management techniques, students will develop a familiarity with performing the role of stage manager. This study will include the production of documents to be used in a professional setting, exploration through role-playing regarding working with diverse artists, and the development of resumes and cover letters.

Explain how the course will incorporate student-to-self interaction (metacognitive).

Students will develop an understanding of the stage manager as a crucial role in theatrical production, leading to an awareness of their own agency and responsibility in ensuring a respectful, equitable, and professional working environment wherever they choose to apply their efforts.

Key: 2855