

# THTR 31: MANAGEMENT FOR THE THEATRE & STAGE

## Foothill College Course Outline of Record

Heading	Value
<b>Effective Term:</b>	Summer 2025
<b>Units:</b>	4
<b>Hours:</b>	4 lecture per week (48 total per quarter)
<b>Advisory:</b>	Not open to students with credit in DRAM 71, THTR 71 or 71X.
<b>Degree &amp; Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	CSU/UC
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

## Description

An introduction to the process and techniques of theatre management. Presentations and models of the business and management side of a theatre production, focusing specifically on the roles of the general manager, production manager, and stage manager.

## Course Objectives

The student will be able to:

1. Understand the role of the general manager, production manager, and stage manager within the overall scope of a theatrical production or organization
2. Identify the basic skills and functions of a general manager, production manager, and theatrical stage manager
3. Analyze scripts for production requirements and relative costs
4. Develop a budget format for a theatrical production
5. Create a production schedule for a theatrical production
6. Develop a production prompt book for stage
7. Develop stage management forms used in the rehearsal process and performances
8. Understand the psychological role played by theatre managers in dealing with many different types of people, often from many diverse backgrounds

## Course Content

1. Assess the roles and contributions of a general manager, production manager, and stage manager in preparing the production of a play for performance
2. Identify the ways management contributes to the success of a theatrical performance
3. Analyze a script to identify cues for lighting, sound, scene shifts, properties, costume changes, and blocking
4. Review the practice and fundamentals of reading a ground plan of a set layout

5. Study the stage management techniques used in touring companies to bridge the cultural barriers between different societal production techniques

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

1. Studio facilities with access to drafting tables, rehearsal rooms, and theatres.
2. Online portions of the class will require weekly student access to an internet enabled computer capable of accessing the campus course delivery system.

## Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Class participation  
In-class assignments and activities  
Class projects  
Research presentation  
Final exam

## Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture  
Discussion  
Cooperative learning exercises  
Oral presentations  
Independent study  
Field trips

## Representative Text(s) and Other Materials

Vitale, Michael. [Introduction to the Art of Stage Management](#). 2019.

## Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

1. Create a hypothetical prompt book for a production. The book should include:
  - a. A floor plan showing blocking and staging notes referenced to the script, all blocking and staging
  - b. A prop plot for the scenes
  - c. A costume plot for the scenes
2. Read Ibsen's "Doll's House" and create the following production planning documents:
  - a. A scene list by location and time of day, including the start and end of the scene; a brief synopsis of the action; and any special production requirements or questions
  - b. A form for a production contact list using the members of the class or other fictitious persons and including names, character(s) played or production job, space for contact information

- c. A publicity info form which will be filled out by each member of the production team and cast
  - d. Break the play down into 10-15 minute long french scenes and create a matrix cross-referencing the characters in the play with their appearance in each scene
3. Using Ibsen's "Doll's House," create a production schedule from concept through design and performance closing
  4. Attend a live theatre performance and write an analysis of the complexity of the production from the point of view of a general manager, production manager, or stage manager
  5. Interview a professional working in a management position for a theatre company or production and present a synthesis of the challenges and successes associated with the job

## **Discipline(s)**

Theater Arts or Stagecraft