

THTR 431: MANAGEMENT FOR THE THEATRE & STAGE NONCREDIT

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2025
Units:	0
Hours:	4 lecture per week (48 total per quarter)
Degree & Credit Status:	Non-Degree-Applicable Non-Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Non-Credit Course (Receives no Grade)
Repeatability:	Unlimited Repeatability

Student Learning Outcomes

- A successful student can assess the basic production needs of a script, including budget, schedule, venue, equipment, and personnel.
- A successful student can demonstrate the basic skills of a theatrical stage manager, including taking blocking notes, recording and calling cues, communicating with cast and crew, and managing rehearsals and performances with compassion and respect.

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.

Although this text is older than the suggested "5 years or newer" standard, it remains seminal in this area of study.

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