

Ryerson Theatre School 2011/12

## THP 301/302 Production V/VI Course Outline

|                       |   |                |   |
|-----------------------|---|----------------|---|
| Course Co-ordinators: | Peter Fleming, THR 205C<br>Sholem Dolgoy, THR 303 | X6789<br>X6793 | p1flemin@ryerson.ca<br>sdolgoy@ryerson.ca |
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Office Hours by appointment

|                            |   |  |
|----------------------------|---|--|
| Staff and Faculty Advisors | Scott Martin<br>Alex Gilbert<br>Will Sutton | Rob Noble<br>Kassie Hudson<br>John Thomson |
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Materials Fee: Participation in these courses will require the payment of the Ryerson Theatre School Support Materials fee of \$30. This fee is to be paid through the OneCard in the Public Relations Office, THR 201. The one-time yearly fee will cover both THP 301 and THP 302.

### Course Calendar Description:

Each student will be responsible for assignments in various departments– stage management, scenic, construction, promotion, lighting, sound, costume, etc. – on a rotating basis for each Theatre School production in accordance with the style and requirements of the individual production. Method of instruction includes production assignments, weekly production meetings, participation in rehearsals and performances. Additional hours vary according to Production assignments. Students must pass all course components in order to proceed into THP 302.

### Course Content

The student will be assigned a technical production position on 2 different Theatre School shows. Generally, there will be one position of greater responsibility and one position in a crew member capacity. These postings are the result of requests made by the student on his/her “Wish List” the previous April. Assignments are determined by the Course Co-ordinator(s) based on the student’s interests, their academic standing, and the needs of the production season. **NOTE: Although every effort is made to accommodate student requests, the needs of the season take precedence.**

### Scope of Course Work on Productions

The student will function as a Theatre Technician (Crew) or Head of Department (H.O.D.) working in a near-to-professional production company, operating under the direction of the Resident Production Manager, but within a student management hierarchy. In some terms, due to the number of the staffing requests and the nature of the season, the student may be required to function in a senior management or design position in place of the H.O.D. call. The expectation of Faculty, staff and upper level student managers is that the positions are to be considered “employees” of the production, and as such, the duties and responsibilities assigned to the student shall be similar to those found in professional, non-academic, theatrical environments.

In order to foster an appreciation for the business and contractual side of the Theatre industry, students placed in positions of key responsibility (including Stage Manager and Designer) will be required to sign a contract indicating that they acknowledge the specific tasks, goals and deadlines necessary for a successful production. All other students will sign a general contract indicating they will abide by the policies and procedures of the production department.

Participation in all phases of the production process is required for the successful completion of this course, including attendance at production meetings, work calls, show runs, and strikes. The submission of evaluations of other students and production-related paperwork is expected.

## Required Texts

- \$ Ryerson Theatre School Production Handbook
- \$ Play texts/scripts (as required and assigned)

## Required Materials

A list of required tools and clothing is listed in the Production Handbook. In addition to these tools and accessories, job specific equipment may be necessary, depending on the calls assigned. This will include Stage Management kits and wardrobe kits. **Notebooks and pens/pencils are mandatory at every call.**

## Attendance

Attendance at all calls or classes is mandatory, unless the student is previously excused. Students must abide by the "Permission to be Absent" policy as outlined in student contracts and the Production Handbook or face academic penalty. Failure to attend all calls or classes punctually could lead to academic failure in this course.

## Evaluation

Each student will be evaluated by:

**a) Faculty/Staff/Guest Artist/Consultant assessment.** The Course Co-ordinators, Faculty Advisors, Guest Artists and Consultants all contribute to the evaluation of the student by determining the final grade. Input is provided by the Staff Advisors, although Staff members do not submit actual marks.

**b) Peer-assessment, as documented on the Student Evaluation Forms.** Due to the variety of production calls possible in a given season, 2 different forms may be used: The SHORT FORM, for crew evaluations, or the LONG FORM, for H.O.D, Manager and Designer evaluations. Marks are submitted to the Course Co-ordinator no later than the Post Mortem Meeting for each production.

The evaluation process works on a hierarchy basis, with student managers being responsible for marking those below them. Crew members and Production Assistants do not mark other students. All Technicians can evaluate a student manager if they first get the permission of the Course Co-ordinator. Although personal comments on the forms will not be shared with individual students, Faculty and Staff may use some of these comments, if appropriate, in end of term interviews, without identifying the writer of the comment, as a basis for discussions about performance.

## Evaluation Criteria

The final grade assigned in this course is based upon one of the following:

SHORT FORM (Crew and Production Assistant)

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|----|--------------------------------|-----|
| 1) | Job Knowledge                  | 10% |
| 2) | Quality and Quantity of Work   | 20% |
| 3) | Initiative and Work Commitment | 20% |
| 4) | Dependability and Reliability  | 20% |

- |    |  |     |
|----|--|-----|
| 5) | Interpersonal Skills and Human Relations | 20% |
| 6) | Attendance, Punctuality and Preparedness | 10% |

LONG FORM (Management, Design and H.O.D.)

- |    |  |     |
|----|--|-----|
| 2) | Job Knowledge                            | 10% |
| 2) | Quality and Quantity of Work             | 20% |
| 3) | Interpersonal Skills and Human Relations | 20% |
| 4) | Leadership and Initiative                | 20% |
| 5) | Administration and Paperwork             | 20% |
| 6) | Attendance, Punctuality and Preparedness | 10% |

Note: Attendance and Punctuality issues may be addressed in more than one area on either form.

PLEASE SEE THE THEATRE SCHOOL WEBSITE ([www.ryersontheatre.ca](http://www.ryersontheatre.ca)) TO DOWNLOAD THESE EVALUATION FORMS

**ALL STUDENTS ARE REMINDED THAT THEY ARE REQUIRED TO ADHERE TO ALL RELEVANT UNIVERSITY AND DEPARTMENT POLICIES, IN PARTICULAR THE STUDENT CODE OF ACADEMIC CONDUCT.**

Please see [www.ryerson.ca](http://www.ryerson.ca) for more detailed information