

Ryerson Theatre School 2011/12

THP 401/403 Production VII/VIII Course Outline

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

Staff and Faculty Advisors	Scott Martin Alex Gilbert Will Sutton	Rob Noble Kassie Hudson 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 401 and THP 403.

Course Calendar Description:

Each student will be responsible for heading 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. This will entail the costing and planning of all elements of production: materials, labour, rentals, transportation, promotion, etc. Additional hours vary according to Production assignments.

Course Content

The student will be assigned one Head of Department (H.O.D), senior management or design position each term on a Theatre School production. There is also the option within the course, for the student to propose an “Outreach” call to be done at a professional company in place of an “in-house” call. The job postings, including approved Outreaches, 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 Head of Department (H.O.D.), senior manager or designer working in a near-to-professional production company, operating under the direction of the Resident Production Manager, but within a student management hierarchy. The expectation of Faculty and staff 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 cohesive 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.

Outreach Requirements

Students may propose to work at a professional theatre or production company, instead of working on a Theatre School show. The student must initiate contact with the desired organization and convince them that they should take on the Outreach. Should the company be willing to take on the student, the work term will be no longer than 6 weeks in duration, and must fall within one of the two School terms. The Outreach work should be unpaid and should not replace a current position within the sponsoring company. Proposals must be received by the Course Co-ordinator(s) prior to the Fall term registration week and will include the following:

- 1) A one page proposal written by the student outlining the company approached and position offered; a synopsis of the job duties; and what goals they hope to achieve by working with this company
- 2) A one page confirmation letter (on company letterhead) from the organization approached, agreeing to take on the student and to provide an evaluation, based on the Theatre School's criteria, at the end of the Outreach.

Required Texts

- \$ Ryerson Theatre School Production and Job Description 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 nature of the management and design work involved in this course, the LONG FORM, for H.O.D, Manager and Designer evaluations will be used. Under unusual circumstances, where season requirements dictate, the SHORT FORM, used to evaluate crew members, may be substituted. 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 evaluate 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)

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) 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 for more detailed information