

**Performing Arts at
UWTSD**

BA Theatre Design & Production

**Stage Management
HPTD4002**

**Module Booklet
2019/20**

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& Industry professionals**

Stand by.....and go!

What are our aims?

- To develop students' knowledge and understanding of established backstage structures and methodologies.
- To introduce students, within the above context, to the variety of roles within the Stage Management structure.

What are your learning objectives?

- Display knowledge and understanding of the methodology and responsibilities of the stage management team.
- Complete specific stage management tasks considered essential to good practice.
- Communicate with clarity in written and verbal tasks.

Session 1 & 2 – 17th February – 10am – 1pm & 2pm – 5pm

Class Session 1: With Becca Moore

Touring theatre, Repertory theatre and Theatre in Education

Musicals, Ballet, Opera and Dance.

Study Task (to be completed for next session):

Write up notes and find alternatives

Compare and research the 3 different genres of theatre and discuss how they differ from an operational perspective.

Class Session 2: With Becca Moore

The role of the ASM during the rehearsal period.

Props lists, research, sourcing props, marking up a props table, Props running and setting lists, props maintenance & preparation of the rehearsal room.

Study Task (to be completed for next session):

1. Provide appropriate research for your given prop. Identify key questions that you would need to ask the Director/DSM regarding its usage. Grey adhesive black yellow tape
2. What strategies would you adopt for sourcing or making this prop. Prop researched to be shared with the group in your next session.

Session 3 & 4 – 21st February - 10am – 1pm & 2pm – 5pm

Class Session: With Angharad Davies

Role of the DSM

Preparing the prompt copy

Blocking notation & positioning in a script

Rehearsal Notes

Layout of the book - checklist

Study Task (to be completed for next session):

Prepare your script for the rehearsal process. Explain the lines of communication used by the DSM during rehearsal and draw up paperwork to support this.

Session 5 & 6 – 24th February – 10am – 1pm & 2pm – 5pm

Class Session 5: with Mike Ager

Health and safety and safe working practices

Study Task (to be completed for next session):

Complete and attach a risk assessment form for a space of your choosing. This could be a living room in your accommodation, a Theatre space or a college space. Select an activity which takes place in that space and provide a risk assessment.

Class Session: With Mike Ager

Production Management

Production budgets, meeting, and schedules.

Methods of communication with the director, actors, designers and production team.

Study Task (to be completed for next session):

Finish budget spread sheet from Class.

Session 7 & 8 – 27th February - 10am – 1pm & 2pm – 5pm

Class Session: With Angharad Davies

Practical Blocking & cueing session

Positioning cues in the script

Cueing and Prompting (cans & cue lights)

Study Task (to be completed for next session):

Write up your cues and blocking in Act One of your given script.

Session 9 – 28th February – 10am – 1pm

Class Session: With Angharad Davies

Continue with cueing, blocking & script work

Study Task (to be completed for next session):

Make sure blocking and notes are correct

Session 10 - 28th – February - 2am – 5pm

Class Session: With Angharad Davies

The nature of Stage Management - Their role within the Production Team

Theatre terminology, etiquette and modes of practice.

Outline of the production process.

Study Task: What equipment would you expect a Stage Manager to have/Use? (Reference your sources and include images) (to be completed for next session)

Session 11 – date TBC

Class Session: With Stacey-Jo Atkinson

Interpretation of ground plans – Marking out a rehearsal space

Study Task

Write up and reflect on how you have worked today as a team and how you would have changed/done things differently.

Session 12 – date TBC

Class Session: With National Theatre Wales (TBC)

Non-Theatre Venues & Events

Study Task (to be completed for next session):

Research a Non-theatre event – think about staffing it, location, logistic, budget, similar events, problems & income

Session 13 – Date TBC

Class Session: With Stacey-Jo Atkinson

Role of a Company Stage Manager

Role and responsibilities.

Managing a company.

Preparations for the fit-up.

Stage management roles on the lighting and sound fit-up, get-in and the LX and sound plot.

Study Task (to be completed for next session):

Write a Fit-up plan for your show

Explain what each member of the stage management team - ASM, DSM and SM - are looking for when reading a script?

Session 14 – Date TBC

Class Session: With Stacey-Jo Atkinson

General stage crew and scene change protocol

Preparing the prompt copy for the technical rehearsal

Methods of communication (comms. Q lights etc.)

Stage management roles during the technical rehearsal

Opening the show, closing the show and post-production tasks

Study Task (to be completed for next session):

- 1) Decide how many sets of Cans/Cue Lights you require to cue your show
- 2) Describe the format for running your technical rehearsal.

Session 15 – Date TBC

Class session: Stage Management Association talk

Go back over your process workbook and readdress any area that you consider you have not fully recorded. Go back to your feedback you have had so far.

Does your workbook clearly show your learning journey so far? It is not a case of recording merely what you have done in class but where did you start from and where are you now?

Take a look at 'how is my work marked'.

Process workbooks

1. Collate all your module notes and background research/reading, together with your process workbook tasks in an organised manner.
2. Index the information in such a way that it demonstrates a clear understanding of the role of the stage management team and the prompt copy, thus providing an effective personal reference for the future.
3. Pay close attention to the module booklet and marking criteria!!
4. Ask if you need help!!

**You will submit your books by
10am on Monday 18th February**

Assessment

Practical Projects and Process Workbook - 100%

How is my work in Stage Management assessed?

Your ability to study means:

- You read and take coherent notes on a selection of appropriate sections from the module bibliography.
- You demonstrate understanding of the role of the Stage Management team within the production process.
- You demonstrate an understanding of the key attributes of effective stage management.
- You demonstrate knowledge of the equipment and materials required for stage management.
- You demonstrate understanding of the purpose and function of the scenic model, ground plans and technical drawings.

Your ability to practice means:

- You handle stage management equipment, tools and materials appropriately.
- You apply stage management techniques and methodologies, as directed, with an appropriate level of skill.
- You can create an effective Prompt Copy in accordance with professional practice.
- You can carry out risk assessments in accordance with professional practice
- You can call the opening of a show in accordance with professional practice

- You apply computer aided design techniques and procedures, as directed, with an appropriate level of knowledge, understanding and skill.
- You care for the tools and working environment with due regard for cleanliness, organisation and health and safety.

Your ability to demonstrate development means:

- You identify those skill areas and techniques that you find difficult
- You develop appropriate strategies to practice those techniques you find difficult.
- You make tangible improvements through practical application in a sustained manner throughout the duration of the module.
- You demonstrate an increasing awareness of the complexity of stage management with regard to team management and interpersonal relations.

Your ability to manage your workload means:

- You attend all classes fully prepared and with the correct equipment and clothing.
- You ensure that all directed study tasks are completed by the due deadline.
- You commit fully to all exercises with an appropriate level of focus and energy.
- You work in a sustained and serious manner throughout the duration of the module.
- You demonstrate increasing autonomy in your approach to tasks.
- You work in a supportive and consensual manner with colleagues.

BIBLIOGRAPHY

Essential

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Recommended

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Websites

www.stagemanagementassociation.co.uk