



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Performing Arts at UWTSD

Stage Management

BA Theatre Design & Production
BA Set Design

2021/22

Module Code: HPTD4002

Module Tutors: Stacey-Jo Atkinson & guest lecturers

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 – Thursday 30th September – 11am – 1pm

Location: Online

Tutor: Dave

Class Session:

- Who's who?
- 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 2 – Thursday 7th – 10am – 1pm

Location: Workshop

Tutor: Stacey-Jo

Class Session: 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.

Session 4 – Friday 8th - 10am – 1pm

Location: Workshop

Tutor: Stacey-Jo

Class Session: Practical Props session – Prop drinks

Session 5 – Thursday 21st - 10am – 1pm

Location: Workshop

Tutor: Dave

Class Session: Role of the DSM

- Preparing the prompt copy
- Blocking notation & positioning in a script
- Rehearsal Notes
- Layout of the book - checklist

Session 6 – Friday 22nd – 10am – 1pm

Location: Halliwell Theatre

Tutor: Dave

Class Session: 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.

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Reading week – week of 25th October

Please make sure you are up to date with your process workbook

Go back over your process workbook and readdress any areas that you consider you have not fully recorded.

Go back over any feedback you have been given 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...

Session 7 – Thursday 4th Nov - 10am – 1pm

Location: TBC

Tutor: Stacey-Jo

Class Session: Talk from BECTU

Session 8 – Thursday 5th - 10am – 1pm

Location: P001 & A

Tutor: Stacey-Jo

Class Session: Props - Practical session

Study Task: Research 3 props making companies

Session 9 – Thursday 11th – 10am – 1pm

Location: TBC

Class Session: Talk from Screen Alliance Wales

Session 10 – Friday 12th – 10am – 1pm

Location: P001 & A

Tutor: Dave

Class Session: Health and safety and safe working practices

Study Task:

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.

Session 11 – Thursday 18th - 10am – 1pm

Location: P001 & A

Tutor:

Class Session: Production Management

- Production budgets, meeting, and schedules.
- Methods of communication with the director, actors, designers and production team.

Study Task:

- Finish budget spread sheet from Class.

Session 12– Friday 19th – 10am – 1pm

Location: P001 & A

Tutor:

Class Session: Theatre in a non theatre venue / outside space

Study Task:

- Write up notes and find alternative companies
- Compare and research the 3 different genres of theatre and discuss how they differ from an operational perspective.

Session 13 – Thursday 25th - 10am – 1pm

Location: P001 & A

Tutor:

Class Session: Touring theatre, Repertory theatre and Theatre in Education, Musicals, Ballet, Opera and Dance.

Study Task:

- Write up notes and find alternatives
- Compare and research the 3 different genres of theatre and discuss how they differ from an operational perspective.

Session 14 – Friday 26th – 10am – 1pm

Location: P001 & A

Tutor:

Class Session: Practical Blocking & cueing session

Positioning cues in the script

Cueing and Prompting (cans & cue lights)

Study Task:

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

Session 15 – Thursday 2nd - 10am – 1pm

Location: P001 & A

Tutor:

Class Session: TBC

Session 16 – Friday 3rd – 10am – 1pm

Location: Workshop

Tutor:

Class Session: Practical props session

Session 17 – Thursday 9th - 10am – 1pm

Location: Workshop

Tutor:

Class Session: Practical props session

Session 18 – Friday 10th – 10am – 1pm

Location: Workshop

Tutor:

Class Session:

Study Task: Practical props session

Christmas Break

Please make sure you are up to date with your process workbook

Go back over your process workbook and readdress any areas that you consider you have not fully recorded.

Go back over your feedback you have been given 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?

Session 19 – Thursday 6th Jan – 10am – 1pm

Location: P001 & A

Tutor:

Class Session:

Study Task:

Session 20 – Friday 7th - 10am – 1pm

Location: P001 & A

Tutor:

Class Session:

Study Task:

Session 21 –Thursday 13th – 10am – 1pm

Location: P001 & A

Tutor:

Class Session:

Session 22 – Friday 14th - 10am – 1pm

Location:

Tutor:

Class Session:

Session 23 – Thursday 20th – 10am – 1pm

Location: P001 & A

Tutor:

Class Session:

Session 24 – Friday 21st - 10am – 1pm

Location: P001 & A
Tutor:
Class Session:

Tuesday 27th January - Assessment Day

Final presentations, submission of process workbooks & debrief (Schedule for the day will be distributed nearer to the time)

Your module evaluation will need to be submitted digitally via turnit in by 5pm on Friday 28th January.