SAGINAW VALLEY STATE UNIVERSITY
THEATRE 385*01: Principles and Practices in Arts Management
WINTER 2017, C191 1:00-2:20pm

Instructor: Prof. Tommy Wedge	Class Texts
Office: C-190 **Office Hours: Mondays 2:30-3:00** **Wednesdays 2:30-4:00** **Email: tjwedge1@svsu.edu**	**Required Text:** **Byrnes, William J. *Management and the Arts*. 5th Ed. Focal Press, 2015** **Gold, Jill and Lawrence Stern. *Stage Management*. 11th Ed., Focal Press, 2017** **Recommended Text: Raimes, Ann, *Keys for Writers* 6th-9th Edition**

COURSE DESCRIPTION:

Emphasis on current theory and practice in arts administration and organization; exploration of business management and related career opportunities in the arts; current practices in front-of- house operation, promotion, and funding options. An advanced level introductory course.

COURSE OBJECTIVES:

Upon completion of this course the student shall:

1. Be able to assess and develop mission statements for arts organizations
2. Understand the types and levels of management found in arts organizations
3. Understand the relationship of arts organizations to the many external forces that shape how our society functions today
4. Be able to discuss the evolution of management theory
5. Understand the principles of organizational design, strategic planning, and leadership theory in the arts.
6. Comprehend basic economic theory as it applies to the arts.
7. Understand the principles of marketing and fundraising in arts organizations
8. Be able to identify the basic functions of the stage manager and the importance of that role in successful theatrical productions.

CLASS NOTES

*Attend class regularly and arrive promptly. *You are allowed **two** absence without your grade being affected; your **three** absence will result in your course grade being lowered by 10%. Your **fourth** absence will result in failing the course. Also, as tardiness disrupts the concentration of the students working, **three tardies will equal one absence.** If you are more than 15 minutes late to class you will automatically be considered absent whether you remain for class or not.*

*Cell phones must be turned OFF during class. If you have a situation where you must be

reached during class time, please communicate this with the instructor who will attempt to accommodate this. Expect to lose points if your device beeps, vibrates, or rings during lectures or presentations to lose points.

*Complete all readings, class work, and assignments on time.

*Late assignments are penalized at 25% per week late. If, for example, you have an assignment due on Monday, the assignment is at a -25% until the following Monday, afterwhich the second week late will begin with a -50% to the assignment. It will remain at -50% until the following Monday, afterwhich the assignment will be a ZERO. This means after 2 weeks, it will not be accepted. Assignments are due at the BEGINNING of class via Canvas (unless otherwise noted); assignments turned in between classes are still subject to the penalty. NOTE: pay special attention to your research project, as all but the final draft do NOT allow the submission of late work!

*Make the required commitment of time and energy, both during and outside of class.

*If you need an extension or cannot complete an assignment, performance, or exam: (1) contact the instructor right away; (2) provide proof of your emergency and; (3) schedule a new time to complete the work. Please remember that extensions must be approved and **are not** automatic upon request.

*Participate in all graded and nongraded activities. If your absence or unsatisfactory involvement creates a problem for classmates, your grade will reflect that. It is unlikely that you will be able to complete missed work or to present poorly prepared work.

*Take performance commitments seriously. If you are scheduled to perform and you do not come to class, you may lose your opportunity and may not be able to complete missed work. Please let classmates and/or the instructor know well in advance if you must be absent on a performance day. If you are working with others, they may decide to go on without you. If they wait and you have an opportunity to perform, expect that points will be deducted from your score.

*You are responsible for all reading assignments on the syllabus. Material should be read before the day it appears on the syllabus. Written assignments will be typed, and all papers will be submitted in 8th Ed. MLA. Presentations must be given on the assigned day; if student is not present he/she will receive a zero for the presentation.

DISABILITY SERVICES STATEMENT

Students with disabilities that may restrict their full participation in the course activities are encouraged to meet with the instructor or contact the SVSU office of Disability Services, in Wickes 260 for assistance.

ACADEMIC HONESTY

The Theatre Department adheres to all policies and procedures specified in the SVSU Code of Conduct with respect to academic honesty. Your work should be your own. Plagiarism and other forms of cheating will not be tolerated and will result in serious penalties.

GRADING: Your grade is based upon the following:

Personal Interview	50 pts
Pop Quizzes (4 at 10 pts each)	40 pts
Trends in the Arts (4 at 25 pts each)	100 pts
Stage Management Journal (3 at 25 pts each)	75 pts
Production Hours: (2 at 30 pts each)	60 pts
Dream Theatre Proposal	125 pts
Class Participation & Exercises	50pts
TOTAL	**500 points**

GRADES & POINTS		
A (100-93%) = **500-465 pts**	**A-** (92.99-90%) = **464-450 pts**	**B+** (89.99-87%) = **449-435 pts**
B (86.99-83%) = **434-415 pts**	**B-** (82.99-80%) = **414-400 pts**	**C+** (79.99-77%) = **399-385 pts**
C (76.99-70%) = **384-350 pts**	**D** = (69.99-60%) **349-300 pts**	**F** (59.99-0%) = **299 - 0pts**
You must have at least 300 points in order to pass this course.		

WEEKLY SCHEDULE**

(AM = *Management and the Arts,* SM = *Stage Managment*)

WEEK	DATE	ACTIVITIES/READINGS	ASSIGNMENTS DUE
WEEK 1	Mon 1/9/17 Wed 1/11/17	Mon: Course Introduction, SM: Chapter 1 Wed: AM Chapter 1, SM Chapter 2	
WEEK 2	Mon 1/16/17 Wed 1/18/17	Mon: NO CLASS: MLK DAY Wed: AM Chapter 2, SM Chapter 3	
WEEK 3	Mon 1/23/17 Wed 1/25/17	Mon: OFF Wed: Trends in the Arts 1	Wed: Trends in the Arts 1 DUE
WEEK 4	Mon 1/30/17 Wed 2/1/17	Mon: AM Chapters 2, SM Chapter 4 Wed: AM Chapter 3, SM Chapter 5	
WEEK 5	Mon 2/6/17 Wed 2/8/17	Mon: AM Chapter 4, SM Chapter 6 Wed: Trends in the Arts 2	Wed: Trends in the Arts 2 DUE
WEEK 6	Mon 2/13/17 Wed 2/15/17	GUEST SPEAKER, Katy Gaertner Wed: SM Chapters 7-8	Mon: Personal Interview Candidate DUE
WEEK 7	Mon 2/20/17 Wed 2/22/17	Mon: AM Chapters 5-6 Wed: AM Chapter 7, SM Chapter 9-10	
WEEK 8	Mon 2/27/17 Wed 3/1/17	Mon: AM Chapter 8, SM Chapter 11 Wed: Personal Interview Presentations	Mon: Prod Hours 1 DUE Wed: Personal Interview DUE

WEEK 9	**Mon 3/6/17** **Wed 3/8/17**	**NO CLASS: SPRING BREAK**	
WEEK 10	**Mon 3/13/17** **Wed 3/15/17**	**Mon: Taping the Stage** **Wed: Trends in the Arts 3 DUE**	**Wed: Trends in the Arts 3 DUE**
WEEK 11	**Mon 3/20/17** **Wed 3/22/17**	**Mon: GUEST SPEAKER: Chris Yaklin & Tina Raymond** **Wed: AM Chapter 9, SM Chapter 12**	
WEEK 12	**Mon 3/27/17** **Mon 3/29/17**	**Mon: AM Chapter 10, SM Chapter 13** **Wed: AM Chapter 11, SM Chapter 14**	
WEEK 13	**Mon 4/3/17** **Mon 4/5/17**	**Mon: AM Chapter 12, SM Chapters 15-16** **Wed: Trends in the Arts 4 DUE**	**Wed: Trends in the Arts 4 DUE**
WEEK 14	**Mon 4/10/17** **Wed 4/12/17**	**Mon: AM Chapter 13, SM Chapter 17** **Wed: AM Chapter 14, SM Chapter 18**	**Mon: Prod Hours 2 DUE**
WEEK 15	**Mon 4/17/17** **Wed 4/19/17**	**Mon: SM Chapters 19-20** **Wed: Dream Theatre Presentations**	**Mon: SM Journal DUE** **Wed: Written Proposal DUE**
WEEK 16	**Wed 4/26/17**	**Wed: Cont. Dream Theatres**	

***Class activities may not always parallel what is listed. The instructor reserves the right to amend the schedule as required. For reference, SVSU's Important Dates can be found here.*

PERSONAL INTERVIEW (1 at 50 pts)

Each member of the class will conduct an interview with a member of the arts community considered to be a professional in his or her field, or at least a well-seasoned amateur. Any position in arts or stage management should be acceptable and must be approved by the instructor once the person has been identified by the student. The findings of the interview should be compiled into an electronic presentation for the class which touches on the individual's job responsibilities, training, and other notable information learned in the interview process. This presentation should be no less than five slides and contain no less than three pictures.

TRENDS IN THE ARTS (4 at 25 pts each = 100 pts TOTAL)

Periodically throughout the semester, students will need to identify an article from a newspaper, magazine, journal, or reputable blog the he/she believes will have a direct effect on arts or stage management in the present or near future. Student will distill the article and their interpretation into a short shared Google Slides presentation for the class.

STAGE MANAGEMENT JOURNAL (3 at 25 pts each = 75 pts TOTAL)

Students will attend and silently observe three important moments in the Stage Manager's process and write a one page reflection on each. These moments can include: production meetings, auditions, table reads, blocking rehearsals, working rehearsals, technical rehearsals, and dress rehearsals. These observations can be done at SVSU theatre or any other local theatre in the area. Students can only attend one type of rehearsal UNLESS a subsequent reflection is at a different theatre/performance. For example, one cannot attend two blocking rehearsals for

Really Really, but one could attend a blocking rehearsal for *Really Really* followed by a blocking rehearsal for *Beauty and the Beast* at MCFTA or *Assassins* at SVSU. Each observation should last NO LESS than one hour and must be signed by the hosting SM. Permission should be sought and received from the hosting SM before attending with professor cc'ed on all electronic communication.

PRODUCTION HOURS (2 at 30 pts each = 60 pts TOTAL)

Work on both SVSU Theatre productions for three hours a piece for a total of six hours, either as an actor or as a technician, is required. This responsibility is described in detail in the last two pages of the syllabus.

POP QUIZZES (4 at 10 pts each = 40 pts TOTAL)

These quizzes will be given periodically throughout the semester, and will cover the reading assigned for that class period. Questions consist of True or False, Multiple Choice, Matching, and Short Answers.

DREAM THEATRE PROPOSAL (1 at 125 pts)

This is your vision and plan for a theatre: identify the community, facilities, mission, and create a fantasy staff, season, and budget. Project will culminate with a written proposal and presentation to the class pitching your theatre to classroom "investors."

CLASS PARTICIPATION AND EXERCISES (50 pts)

This includes participation in class discussions, asking and answering questions, and contributing to a healthy discourse within the group. Additionally, various in-class projects will be graded from within this category as the semester unfolds.

********** GUIDELINES FOR WRITING ASSIGNMENTS **********

To receive full credit on assignments, follow these guidelines.

*Read the assignment carefully. If you are not sure what to do, ask the instructor for assistance.

*Allow adequate time for planning and preparing writing assignments.

*Organize your thoughts. Support main points with additional information and use topic sentences to introduce paragraphs.

*Do an outline and several drafts of the assignment before submitting it for a grade.

*Always use correct grammar, spelling, punctuation and writing style.

*You MUST proofread your work. Please do not simply rely on a spell check program. I am a huge stickler for this!

*Consult with a reference librarian if you need assistance finding information.

*For research papers, use the MLA Handbook rules and a formal writing style.

*Type or word process assignments, using appropriate spacing and font size (TIMES NEW ROMAN 12 POINT FONT.) Number the pages with your last name and page number on the upper right-hand side, leaving 1 inch margins on the top, bottom, and sides of the paper.

*Cover page is required for all writing assignments. A works cited is required as needed.

DO NOT PLAGIARIZE. Plagiarism is using another's ideas or writing as your own. When you write, properly credit ideas taken from other sources, including class lectures and texts. Do not use someone else's ideas without referencing the source and then claim ignorance of what it means to plagiarize. The University has strict guidelines in place for this; the instructor reserves the right to give a "zero" for not only the paper in question but also the entire course, so please be sure to respect this policy!

NO PAPERS WILL BE ACCEPTED THROUGH EMAIL: ONLY THROUGH CANVAS!
**** A brief tutorial on how to post to Canvas will be given the first few weeks of class****

instructor will delete the video, although the student is welcome to keep his/her copy as long as it is not shared publicly due to privacy/copyright issues. Students may opt out of video recording, although without this learning tool, students will have increased difficulty reflecting impartially to their work.

PRODUCTION HOUR ASSIGNMENTS
FALL/WINTER 2017 THEATRE CLASSES

As a part of your coursework, you are expected to participate in SVSU Theatre, either as a cast or crew member. Being involved offers you an opportunity to acquire firsthand knowledge about theatre production. Prior experience isn't necessary, and you shouldn't be afraid to try something new to satisfy this requirement. You will have a 6 hour requirement. Most commonly these hours are fulfilled by working in the ***Scene Shop***, ***Costume Shop*** or working as an ***Usher*** for one of our productions. Additionally, one can also earn hours through **lighting**, **sound**, **production crews**, or **acting** (mainstage productions or student directing classes).

Mainstage Productions - Sign up sheets for tech are posted on the Scene shop hallway doors and on the costume shop bulletin board. If your work is technical (*i.e.,* building a set or constructing a costume), you will be provided with instructions for completing jobs. Each time you report to a shop, bring your log sheet with you. Make a complete entry and have it signed. Grading is based upon satisfactorily completed hours.

If ushering opportunities are available, they will be posted on the Theatre Department office window. Once you have made a commitment, please do not erase your name. Although slots usually fill quickly, please do not add your name if all slots are taken. If earning hours ushering, you may be asked to attend an orientation meeting.

For credit, submit your completed log sheet to your instructor. All information must appear on the sheet. Have the sheet signed by a member of the theatre faculty, Jerry Dennis (Scene Shop), Prof. Peggy Mead-Finizio (Lighting/Sound), Kelly (Main Office), a designated shop assistant, or a crew head. Please remember that unsigned hours will not count.

Keep in mind that productions have deadlines and people are counting on you. Some production work is time intensive just prior to and during the run of a show. Other assignments are less concentrated and extend throughout the semester. Please give serious consideration to your personal schedule when committing to tasks. If you work with a crew head, be certain to keep in contact with him or her. Let the appropriate faculty know if you encounter problems

Production Points - Points are based upon the following satisfactorily completed hours. Work quality (as determined by faculty, staff, and/or crew head) and hours earned determine points.

This combined assignment is worth 60 TOTAL POINTS.

Please see your instructor if you have any questions regarding this assignment. Remember to complete your hours before the assignment due date.

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Winter 2017

❖ ❖ ❖ **Production Work-Hours Log #1 – *DUE Mon 2/27/17*** ❖ ❖ ❖

Really Really

Student's Name: _____ Class: _____

DATE	Time In	Time Out	PROJECTS	Faculty/Staff Signature
Total Hours				

********** CUT HERE **********

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Winter 2017

❖ ❖ ❖ **Production Work-Hours Log #2 – *DUE Mon 4/10/17*** ❖ ❖ ❖

Assassins

Student's Name: _____ Class: _____

DATE	Time In	Time Out	PROJECTS	Faculty/Staff Signature
Total Hours				

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❖ ❖ ❖ STAGE MANAGER'S JOURNAL ENTRY #1 ❖ ❖ ❖

Student's Name: _____ Theatre: _____ Production: _____

DATE	Time In	Time Out	TYPE of Rehearsal Attended
SM Name PRINTED ---------->			
SM Name SIGNED ---------->			

❖ ❖ ❖ STAGE MANAGER'S JOURNAL ENTRY #1 ❖ ❖ ❖

Student's Name: _____ Theatre: _____ Production: _____

DATE	Time In	Time Out	TYPE of Rehearsal Attended
SM Name PRINTED ---------->			
SM Name SIGNED ---------->			

❖ ❖ ❖ STAGE MANAGER'S JOURNAL ENTRY #3 ❖ ❖ ❖

Student's Name: _____ Theatre: _____ Production: _____

DATE	Time In	Time Out	TYPE of Rehearsal Attended
SM Name PRINTED ---------->			
SM Name SIGNED ---------->			

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