

UNIVERSITY OF WINNIPEG DEPARTMENT OF THEATRE AND FILM

THFM-3807-001 (3 credit hours)
PRODUCTION OPERATIONS AND MANAGEMENT
Course Information

Tue/Thu 11:30 am - 12:45 pm, Room 2T21

Fall 2017

Instructor: Aaron Frost
Office: 1T13 Phone: 204-786-9246
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Office Hours: Mon 1:30-2:30 pm
Wed 9:00-10:00 am and by appointment

Instructor: Tim Babcock
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Office Hours: Tue/Thu, 9:30-11:00 am
and by appointment

PREREQUISITE: THFM-2801(6).

The objective of this course is to further the technical production training begun in the Production I course with the introduction of management concepts as they apply to production operations for theatre and film.

Students will explore the roles of the technical manager as they relate specifically to the provision and management of supplies, personnel and equipment in the modern production setting. Practical applications of these principles to theatre and film production will be introduced along with rudimentary bookkeeping and budgeting. The study of theatrical facilities will be continued as essential background for the technical manager.

The course is primarily comprised of lecture sessions and may be taken alone or as a complimentary pre- or co-requisite to THFM-3801 Production II to balance the theoretical and practical components between the two.

EVALUATION Work not submitted will graded as 0.

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| Assignments* (normally 5 assignments x 12% distributed evenly over the term) | 60% |
| Final Examination (TBA) | 30% |
| Class participation | 10% |
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| Total | 100% |

* **ASSIGNMENT SCHEDULE AND LATE SUBMISSIONS:** The nature of the course and the emphasis on time management requires that the students establish most of their own submission deadlines after consideration of their production commitments. For this reason a specific schedule cannot be established in advance however it is a requirement that at least two of the assignments worth a minimum of 20% will be due by Oct 15, Once deadlines have been established by the students, all project work and papers must be submitted on time. Late assignments will **not** be accepted unless prior arrangements have been made with the instructor concerned.

CONVERSION SCALE The following conversion table will be used for calculation of the final grade:

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|----|----------|----------|----|-----------|---------|
| A+ | 90-100% | GPA 4.5 | C+ | 65-69.9% | GPA 2.5 |
| A | 85-89.5% | GPA 4.25 | C | 60-64.9% | GPA 2.0 |
| A- | 80-84.9% | GPA 4.0 | D | 50-59.9% | GPA 1.0 |
| B+ | 75-79.9% | GPA 3.5 | F | below 50% | GPA 0 |
| B | 70-74.9% | GPA 3.0 | | | |

MINIMUM WORKLOAD: Lectures: 3.0 hrs/week, Research/Readings 3.0 hrs/week (estimated)

In addition to the above, variable computer labs will be held select Tuesday and Thursdays from 8:30-9:45 in 1M29 and should be estimated at six hours total for the term.

CRITERIA FOR GRADING PARTICIPATION

The criteria the instructor considers in assigning participation marks includes the following points:

- **Preparation:** Was the student prepared? Were they on time, having completed assignments/readings?
- **Quality and nature of the participant's contributions and interactions with others:**
 - Were the student's contributions or questions relevant? Did they promote debate?
 - Did the student respect others, listen well, and respond to others' input?
 - Did the student demonstrate productivity in labs and/or offer help to others?
- **Negatives:** Did the student create distractions, seek attention or appear inattentive during lectures? Did he/she engage in facebooking, texting, emailing, idle conversation and the like.
- **Attendance:** Students should note that missing class sessions will limit their opportunities to participate and demonstrate positive interactions. This will negatively affect the participation mark.

TEXTS

Backstage Handbook by Paul Carter; Broadway Press, Louisville Kentucky
Scene Design and Stage Lighting by Wolf and Block; Thomson Wadsworth

In addition the following books and periodicals can be valuable supplementary library references:

1. *Scene Technology* by Richard L. Arnold; Prentice Hall
2. *Theatrical Design and Production* by J.M. Gillette; Harper and Row
3. *Scene Design, Stage Lighting, Sound, Costumes and Make-up* by W.P. Bellman; Harper and Row
4. *Scenery for the Theatre* by H. Burris-Meyer and B.C. Cole; Little Brown and Company
5. *Stage Scenery, Its Construction and Rigging* by A.S. Gillette and J.M. Gillette; Harper and Row
6. *Theatre Crafts International*, a monthly periodical available in the library.

Students will be expected to have a 3-ring binder, a pencil, a geometry set, a 16ft. standard (Imperial) tape measure, and an Imperial measure (Architect's) scale ruler for every session.

"THE REAL THING" LECTURE SERIES

The Department of Theatre and Film is presenting a series of six lectures which will be held on Wednesdays (except where noted) during the free period (12:30-13:20) in Theatre 1T15. Please note the dates in your diary **NOW:** Wed Sep 20, Wed Oct 18, Wed Nov 1, Wed Jan 17, Wed Feb 28, Wed Mar 14. This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. These speakers will specifically address issues related to "the business of the business." Attendance for potential Theatre majors and for Film majors is optional but highly recommended.

ACCESSIBILITY SERVICES

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at: 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential.

<http://www.uwinnipeg.ca/accessibility>

2017 ORIENTATION ASSEMBLY

Each year in September we hold an *Orientation Assembly* to welcome students to the new term, introduce our new students to faculty and other students; to provide information about the department, its various activities and those of its professors; and to provide news about what's coming up. This year our *Orientation Assembly* will be held on **Wednesday, September 13, 2017, 12:30-13:20 in Theatre, 1T15.** **ATTENDANCE IS**

COMPULSORY for all Majors and Honours students. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend..

BUILDING SECURITY Rules are in place to protect our students and our equipment; please respect them.

The Theatre building is open from 8:00 am and 5:30 pm weekdays only. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes MUST have an access card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

ELECTRONIC COURSE OUTLINE ADDENDA

Students must check our website at <http://theatre.uwinnipeg.ca/tbooking.htm> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film, Access Card/Building Use Policy AND Room Booking Instructions*. The link to the electronic *Online Room Booking Form* is also found at this location. Please read and note all instructions carefully.

GENERAL NOTES

This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.

Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, s/he should withdraw from this course immediately.

Cellular phones **MUST** be turned off during classes and examinations; texting is **NOT** permitted in class.

Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.

It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.

Students with documented disabilities, temporary or chronic medical conditions requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or <http://www.uwinnipeg.ca/accessibility> to discuss appropriate options. All information about a student's disability or medical condition remains confidential.

Students are strongly advised to read the section of the *University of Winnipeg Calendar* (found on-line at <http://uwinnipeg.ca/new-faculty-handbook/appeals-and-academic-misconduct.html>) for information on Academic Misconduct including plagiarism, and Appeals.

Students facing a charge of academic or non-academic misconduct may choose to contact the University of Winnipeg Student's Association (UWSA) where a student advocate will be available to answer any questions about the process, help with building a case, and ensure students have access to support. For more information or to schedule an appointment, visit our website at <http://www.theuwsa.ca/academic-advocacy> or call 204-786-9780.

We ask that you please be respectful of the needs of classmates and instructors/professors by avoiding the use of unnecessary scented products while attending lectures. Exposure to scented products can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. Please

consider using unscented necessary products and avoiding unnecessary products that are scented (e.g. perfume).

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/research/human-ethics.html> for submission requirements and deadlines.

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

STUDENT PARTICIPATION POLICY

Theatre is a communal art form in which a number of interdependent artists and crafts people co-operate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals both within and outside of class times; and, in short, to exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

COURSE CONTENT NOTE All Theatre and Film Classes

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.