

Mission Statement: The mission of the School of Communication and the Arts is to impart knowledge and understanding of the human communication process within the context of a Judeo-Christian worldview and to help students to develop advanced critical thinking and communication skills.

THE 681B – Practicum

School of Communication and the Arts

Regent University Summer Semester 2008

Professor Judy Holland-Geary

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Office Hours:

Mondays & Wednesdays

11 am – noon, 3 – 6 pm

SU THE 681 consists of 45 hours (1 credit) of Running Crew Responsibilities.

Each registered MA student must complete two (2) Running Crew Practicum as a graduation requirement.

Production Running Crew Positions

Typical Running Crews consists of the following:

Stage Manager

Assistant Stage Manager(s)

Wardrobe

Props

Stagehand/Fly Crew

Lightboard Operator

Soundboard Operator

Followspot Operator

Some positions may or may not be needed for every show. The size of the show will dictate the size of the crew.

Typical duties for each position are as follows:

Stage Manager: Assist the Director with all administrative and production related details of the show. Run rehearsals and performances. Document all rehearsals, performances, production meetings and all aspects of the production (from calendars to props/costume lists). Manage cast and crew and maintain the artistic integrity of the production during the performance run. (This position is present at every rehearsal and performance for the duration of the show)

Assistant Stage Manager(s): helps stage manager oversee crew operations on/back-stage during the run of the show. (This position is present at every rehearsal and performance for the duration of the show)

Wardrobe/Hair/Wigs: maintaining costumes and wigs through cleaning and repair, coordinates and assists costume changes both back-stage and in dressing rooms, assists with make-up and wigs. (This position typically starts at dry tech and ends after strike)

Props: setting and changing props in pre-determined places for each scene of the show, notifying props manager of missing or damaged props, notifies props manager of low stock of consumable/disposable props, all as cued by stage manager and assistant stage manager(s). (This position typically starts at dry tech and ends after strike)

Stagehand/Fly Crew: move scenic elements by lifting, pushing/pulling, or sliding, operate fly system safely, all as determined by stage manager and assistant stage manager(s). (This position typically starts at dry tech and ends after strike)

Lightboard Operator: operates lighting console as trained by lighting director and cued by stage manager, check all lighting fixtures for proper function prior to each performance. (This position typically starts at dry tech and ends after strike)

Soundboard Operator: operates sound console as trained by audio director and cued by stage manager, check all audio components for proper function prior to each performance. (This position typically starts at dry tech and ends after strike)

Followspot Operator: operates followspot as trained by lighting director and cued by stage manager, checks followspot for proper function prior to each performance. (This position typically starts at dry tech and ends after strike)

Responsibilities and Duties

A running crew person is responsible for being at call on-time, ready to work. Any time the crew person has a conflict which prevents them from being at call, they are responsible for contacting the stage manager and assist with finding and training a replacement. All running crew personnel are required to wear black clothing and close-toed shoes during all dress rehearsals and performances.

Participation in The One-Act Festival requires a shorter time commitment and, therefore, will only fulfill one-half of one Crew assignment. However, a full Crew assignment will be given if an additional 15 hours are spent training in either the scenic/props or the costume shop.

Whether you're an MA or MFA in theatre, you will be responsible for filling out a worksheet listing your hours and having it signed by your immediate supervisor (i.e. the Technical Director for props, stage crew; Costume Designer for wardrobe/make-up; etc.). The completed worksheet must be delivered to the Practicum/Running Crew advisor (Judy Holland-Geary). Only MA students receive grades for their Crew assignment. We ask the MFA students fill out a worksheet and keep a list of their crew assignments.

The worksheets will be available soon at <http://www.regent.edu/acad/schcom/theatre/forms.shtml>

Beginning with Cohort C, Fall 2006, all MFA students are required to fulfill 4 Crew assignments. This was dictated by the move from a 5-show season to a 7-show season.

Grading Criteria:

Attendance	33%
Quality of Performance	33%
Attitude	34%