

Technical Theatre Department Handbook

School Year 2018-19



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Introduction:

The Technical Theatre Department is a multi-faceted department that is responsible for all technical aspects of the performances and events at Harrison School for the Arts. These aspects include the design and implementation of the following areas: Costumes, Lighting, Properties, Scenic Art, Scenery Design and Construction, Sound, and Stage Management. In addition to the fully supported All School Musical and Theatre Department performance, the technical theatre department supports over 30 events and performances for Harrison School for the Arts. Due to this heavy involvement, the majority of our learning occurs as practical, hands-on, experiences that encourages the growth and abilities of the student's chosen discipline. As the student matriculates through the four year plan, more responsibility is assigned to him/her as are greater expectations, based on individual growth and ability level. It is important that every student exhibit dedication and a consistent work ethic to achieve individual artistic success and the success of the department.

The role of Technical Theatre should be considered supportive to the success of an artistic performance. It goes without saying that dramatic performances can occur without scenery, costuming, intricate lighting, etc. The role of theatre technicians is to work as a collaborative team with the directors, choreographers, conductors, and organizers to achieve the goal of the production concept, or artistic interpretation of the performance. Being part of a collaborative team requires a certain amount of flexibility in your work; be prepared to adjust your projects or abandon them all together to support the vision of the production concept.

Philosophies behind Technical Theatre:

The "art" of the theatre technician is not easily defined. It is dependent on prior planning, solid work habits, and abilities that have been honed and refined to achieve the desired results. Many students achieve success in practicing their art through hard work, reliability, and an attentive creative eye.

The different disciplines for technical theatre are interdependent of each other. Much like it takes a balance of sopranos, altos, tenors, and basses to populate a choir or a balance of strings, horns, woodwinds, and percussion to make up an orchestra; it takes a balance of costumes, lighting, properties, and scenery to maintain an exemplary technical theatre department. Having an imbalance of one of these impacts all the others. An imbalance of more than one can result in chaos.

Attendance:

Students shall be held accountable according to the attendance policy set forth in the Student Code of Conduct. As a reminder, students who exceed 3 unexcused absences in a semester may not have the opportunity to make up the work missed.

School-Wide Procedures and Policies:

Students shall abide by and be held accountable to the Student Code of Conduct as published by the Polk County School Board.

Students are expected to wear their student ID at all times unless directed to take it off for safety and/or classwork.

Students are expected to eat and drink in designated approved areas only. Food, drink, candy, and gum are not allowed in the classrooms, hallways, theatres, scene shop, costume shop, or control booth.

Students are expected to clean up after themselves and store materials and personal belongings appropriately.

Visitors are allowed on campus only after they have received permission from faculty or teachers and have checked in at the front office.

Students who stay after school are expected to have legitimate school business with a teacher or faculty member. Students who do not have after school activities are expected to leave campus by 2:30. Students who finish their after school activities may wait for their ride in front of the theatre or in the courtyard if riding the shuttle buses. Students may only be in the areas approved by faculty or staff.

Department Procedures and Policies:

Students must be prepared for class by dressing appropriately for the task they are assigned - this will vary per student and activity. Some common examples include: students climbing ladders or accessing catwalks should not wear dresses. Students painting scenery should not wear dress clothes. Students building or moving scenery should not wear sandals.

Students must have their class binder and writing utensils with them at all times during class.

Due to a variety of technical projects in class, students often must work on their own. For your safety and security, you may not, under any circumstances, leave the assigned work areas. You also must remain on task or your grade will be impacted.

Plagiarism and cheating will not be tolerated. Any student caught plagiarizing or cheating will receive a zero on the assignment. Plagiarizing is defined as using someone else's work, deliberately or not, without giving them credit or failing to cite an article.

All make up work is scheduled at the instructor's convenience. It is the students' obligation to set the make up time with the instructor.

Almost all grading is subjective. Degrees of development vary from student to student, making each student's progress different. Where one student may be working on rendering skills; another may be working on drafting skills. Therefore, personal growth is determined and monitored by the instructor on a student-by-student basis; however, rubrics will be handed out to aid with assessment.

Students are expected to access the internet. All written papers for the Theatre Tech Department must be printed and hand delivered on the assigned date. If you are absent the day the paper is due, an email with the paper attached to the instructor will suffice.

The upper level acting, directing, design, history, and playwriting classes study contemporary theatre. Due to this fact, the subjects, language or plots may be controversial. No student will be required to do any scene work or to speak any language with which they are not comfortable.

Harrison rehearsals and performances are co-curricular and take priority over any other rehearsals, performances, work commitments, sports involvement, etcetera. If a conflict arises the Harrison commitment takes priority.

Time outside of class:

Work Calls: Students will be required to attend afternoon work sessions (called work calls) while a production is in process. These calls vary by crew, but are typically twice a week from 2:30-4:30. Typically, these begin 2-3 weeks after the start of school until Winter Break and resume 2 weeks after Winter Break until the Theatre department show is completed.

Tech: Students will be required to work technical rehearsals to practice scenery, lights, and sound shifts prior to a performance. This is a very demanding time with students typically working into the evening for 2 weeks. A typical day includes classes followed by rehearsal that can run as late as 9 pm. Additionally, students typically work 12 hours on the Saturday before the performance and 6 hours on the Sunday before the performance. A detailed calendar will be provided well in advance.

One-offs: Students may be assigned to work “one-offs” during the year. These are typically simple shows that do not require a lot of technical rehearsals or can be handled with relative ease. These can include departmental performances, the Faculty Student Showcase, Red Carpet Fundraiser, Alumni showcase, and departmental showcases.

Supply lists:

All Stagecraft classes

- Appropriate clothing. Sneakers or work boots. No dresses or skirts.
- All students are required to have a pair of their own safety goggles for work in the shop that MEET OR EXCEED ANSI STANDARD Z87.1. I strongly recommend the glasses style as opposed to the science goggles (they are much more comfortable, last longer and are approved for shop use).
- Students should always wear hearing protection with a decibel rating of 20db or higher.
- \$25 shop fee.

Stagecraft I:

- Pens (blue or black ink) and/or pencils.
- Single subject notebook with pockets for loose paper or 3 ring binder.
- Basic Makeup kit in your skin tone similar to or exactly **Ben Nye Personal Crème Makeup Kit** (\$20 online).
Optional “Fun colors” of makeup like **Ben Nye color wheels**.

Stagecraft II-IV, Design Classes:

- An architect’s scale rule, NOT ENGINEERS scale. Available at Hobby Lobby, Michael’s, and some Office Depot and Office Max stores.
- A sketch book, 9”x12”, spiral bound on one side.
- A set of colored pencils, 24 count or more.

Supplies must be obtained by August 24, 2018

Jury Information and Artistic Probation and Warning Information:

All students are required to jury each semester (18 weeks). The purpose of the jury is to assess each student's progress. Students should approach their jury as an opportunity to present the best of their work and themselves to the faculty. Students are expected to have reviewed the rubric for their jury, use good time management skills to be completely prepared for their juries, and be dressed appropriately.

If a student does not pass his or her jury, he or she will be placed on either artistic warning or artistic probation for the following term. Jury scores are calculated on a point basis, with probation and warning determined by the faculty member's score.

If placed on artistic warning, the student has until the next jury to make up the deficiency. If, at that time, the student fails their jury again they will be placed on artistic probation.

If placed on artistic probation, the student has until the next jury to make up the deficiency. If, at that time, the student fails their jury again they could be asked to leave the program.

Juries are not the only way to attain a probationary status. Probation may result from any of the following situations:

- Being dismissed from a production.
- Refusing a crew position.
- Unprofessional behavior during juries, rehearsals, performances, or shop calls.
- Failure to fulfill the responsibilities or duties of a role or crew assignment.

If a student is removed from a performance project and placed on Artistic Probation, the student must show exceptional improvement in their behavior (professionalism) within 9 weeks. If a student does not demonstrate improved behavior, their performance and technical opportunities may be jeopardized and they may be asked to leave the program.

If a student is placed on artistic probation more than once during their four years at the school, they will be dismissed from the program.

All jury results are confidential between the student, faculty and the administration. Parents will be notified in writing of any jury failure or warning.

Jury results are determined by interview, portfolio review, and participation in the program.

All students must be present for their juries and interviews. A parent or guardian is required to call the school and speak to a faculty member if their child is unable to present their jury.

If a student fails a jury, the parent can request a conference to understand the student's particular deficiency. To set up a conference with the faculty member, regarding juries or any other issue, feel free to call the school for an appointment.

Failure to adhere to any rule or policy stated by the county, school, or Theatre Tech Department may result in artistic or disciplinary probation.

Portfolio and Resume Requirements for Technical Theatre Juries:

Portfolios should be in a professional ring portfolio or an immaculate-condition 3 ring binder. Points will be deducted for binders that have rips, holes, dented corners, tears or malfunctioning rings. The only things that should be in the pockets of your portfolio are copies of your resume.

The first page of your portfolio should be your current resume.

Your resume must include the following:

- Your name
- Your position or the position you are applying for. I.e.: Theatrical Technician or Scenic Designer.
- Phone number, email address
- Work Experience: Production, your position, venue, seasonal date (i.e. Fall, 2010), brief description of responsibilities.
- Education: School, course of study, graduation date
- Related Skills and Experience: I.e. Scenic Art, Vectorworks proficiency, Scenic Construction, Welding, Electrical Wiring, Hand Drafting, Stitching. If you are a member of professional organizations (IATSE, USITT, ESTA) or have taken classes related to technical theatre, list those here as well.
- 3 references: Name, place of business, title, phone number, address

You can organize your portfolio in two ways: Most recent experience to beginning experience -or- Beginning experience to most recent. The first method is more common.

Students must have at least 2 examples of their work completed at Harrison School for the Arts as part of each of their production practicum. While more examples are encouraged, don't over-do it; keep it to a maximum of six. Examples should be photographs or paperwork that was generated as part of their position. Students are also encouraged to include examples of work outside of Harrison School for the Arts. This helps demonstrate the student's diversity.

ALL EXAMPLES MUST BE LABELED! Labels include: your position, title of production, venue.

Class work and related work is not required. However, if you completed something that you are particularly proud of, in class or outside of class, include it at the end of your work experience. Examples of related work can be: 2D art, 3D art, photography, mechanics, robotics, construction, fashion design, makeup, Disc Jockey experience, etc.

Tips:

- Make sure your examples are presentable. Avoid using torn, ripped, wrinkled, or undecipherable examples. If you can't immediately tell what it is, without any explanation, don't use it.
- While I encourage creativity, your portfolio should look professional. Don't make a scrapbook.
- Tape everything down. Having photos slide out of place while turning pages is frowned upon.
- Look your whole portfolio over. I will be looking for mistakes, shouldn't you?