

Theatre Tech Departmental Handbook

2023-24



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. 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.

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 on 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 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, practice rooms, or control booth.

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

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 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. The shop is a CLOSED TOED SHOE ONLY space.

Students are expected to have proper supplies during class.

Students will be required to turn off their cell phones and place them in their backpacks until the end of class. A reminder: cell phone use is not permitted 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.

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.

If a student works a show, requirements are more particular. The student will need to attend **all** tech rehearsals including Crew View, Paper Tech, Dry Tech, Cue to Cue, Runs, as well as final work calls to prepare. Come prepared to stay for the entire rehearsal. Tech rehearsals typically run well past the late shuttle bus time. Be sure to arrange transportation. Check the **Theatre Call Board** for updates throughout the year. Due to the amount of shows our department covers, it is **REQUIRED** for each student to work at least one show per semester at Harrison. This includes musicals, straight plays, and dance shows. Not all concerts are options for this expectation. Additionally, each student is required to work **AT LEAST 10** work call hours in the shop.

Crew Etiquette:

It is important that anyone on a crew for any show follow expectations for that particular show. They will include but are not limited to-

- Be prompt. Be at rehearsal, signed in and ready at least 5 minutes before your "call" (time rehearsal begins). Come to work in appropriate attire and ready to work. Do not leave until dismissed. Conflicts do not exist in technical rehearsals.
- Cooperate with all other cast and crew. Accept criticism cheerfully and be willing to learn from others. Don't wait to be told what to do, take initiative! Conduct yourself in a mature, responsible manner. Have fun, but be focused on rehearsal.
- Be ready for cues, never miss a cue. Always perform the show as we rehearsed it. Always bring your script, always bring a pencil, and always record everything in your script.
- Do not touch items that are not part of your specific responsibility. Don't play with props, don't eat edible props, and most importantly, put all props neatly and safely away. If you are not on PROPS- **DO NOT TOUCH IT!!**
- Follow all safety rules, if there is a problem report it to the Stage Manager and Technical Director.
- Do not be absent from school. If you are, please call the appropriate Director and Stage Manager. You cannot be at a rehearsal if you are absent from school.
- Do not talk during notes and make sure you have the supplies to record your notes. No cell phone use or texting during times of engagement, phones will be collected before rehearsals if cell phone use becomes a problem.
- Do not take food, drink, or gum into the theatre.
- Clean up your messes; clean up any mess!

Classes:

Stagecraft I – IV:

Students taking Technical Theatre-Stagecraft will be introduced to the backstage world of the theatre: set construction, lighting, sound, props, costumes, make-up, stage management and the artistic aspects of design and production. The course will include practical applications of production techniques, attendance and criticism of professional and community productions, and the investigation of Fine Arts and Theatre as an art form. **Ten hours per semester out of class time** is required to prepare for school productions, dress rehearsals, and performances. Any student that works outside of class for more than the required hours may count those hours as community service.

Required Technical Theatre STAGECRAFT 1-4 Materials:

1. \$25 shop fee
2. Paint clothes or covering
3. Pencil
4. Lock for locker
5. Ear Protection
6. Closed Toe Shoes
7. Sketchbook
8. A pair of fitting work gloves.
9. Colored Pencils, pastels, or Prismacolor -24 count or more
10. Basic Makeup Kit for your skin tone similar to BEN NYE PERSONAL CREME MAKEUP KIT. (Second Semester)
 1. OPTIONAL:FUN MAKEUP COLOR WHEELS
 2. OPTIONAL: LATEX, ETC.
11. Portfolio (Second Semester)
12. Various specific items will be needed for projects. I will try to give at least a week's notice for those kinds of supplies.

Design Course:

Students taking Production and Design will be introduced to the design process. This will include basic drafting and renderings for set design, costume design, lighting design, and makeup design.

Required Technical Theatre DESIGN Materials: Year A (Set, Lights and Sound Design)

1. T-square
2. Adjustable Architect's Triangle
3. Architect's Scale Ruler (NOT ENGINEER)
4. Compass
5. #2 Pencils
6. BIG Eraser
7. Colored Pencils, pastels, or Prismacolors -at least 24 count
8. Various other items will be needed later. I will try to give at least a week's notice for those kinds of supplies.
9. Headphones that can connect to a standard AUX input.
10. A wireless mouse with USB connection. *helpful, but not required
11. At least 8GB USB flash drive. *helpful, but not required
12. Sketchbook or electronic drawing pad.

Required Technical Theatre DESIGN Materials: Year B (Costumes and Makeup Design)

1. Colored Pencils, pastels, or Prismacolor- 24 count or more
2. Regular # 2 Pencils
3. BIG Eraser
4. Sketchbook
5. Hand sewing needle, Black Thread, White Thread
6. Basic Makeup Kit for your skin tone similar to BEN NYE PERSONAL CREME MAKEUP KIT.
7. Bottle of Liquid Latex.
 1. OPTIONAL:FUN MAKEUP COLOR WHEELS.
8. Various other items will be needed later. I will try to give at least a week's notice for those kinds of supplies.

Class Rules:

1. **No food or drink including gum in any spaces. This includes but is not limited to the classroom, shop, booths, and any acting spaces.**
2. Be in places with all items ready to participate before the tardy bell rings.
3. Be courteous and respect the rights of others.
4. Do not interfere with the teaching or learning process.
5. Follow all instructions the first time given.
6. Clean up any mess!
7. Follow all Polk County School Board rules and regulations.
8. Proper clothing and closed toed shoes should be worn at all times in the construction spaces.

Students must also follow all school rules. Any violation of school rules will be dealt with by the appropriate school officials. See the Harrison School for the Arts Student Handbook for more information.

Grading Policies:

40%- Major Grades 60%- Daily Grades

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.

Late Class work will remove 10% from the grade for each day the assignment is late. In the case of an absence, the student should turn in work the day the student returns without penalty unless the assignment is on Schoology. Then, the assignment will still be due on time. It is the student's responsibility to ask Mrs. Jordan for the assignment missed on days the student was not able to attend class. Students shall be held accountable according to the attendance policy set forth in the Student Code of Conduct. All make up work is at the instructors' convenience. It is the students' obligation to set time with the instructor.

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.

Students are expected to access the internet. Many assignments will be turned in through Schoology. If a student is absent the day an assignment is due, they still will be required to turn in work through Schoology.

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 total 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 email the teacher or 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. (This does not apply to actors. Actors are recommended to create an Actor Resume.)
- 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.

Portfolios should be organized with the most recent things first and in order of time.

Students must have 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 per show. 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.

For the portfolio, 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?

2023-2024 Theatre Tech Department Student Responsibility Contract

The student is responsible for familiarizing themselves with the contents of this handbook and all class syllabi. This includes due dates, performances, and other information.

By signing below (required), I acknowledge that I have read, agree with, and will comply with the Technical Theatre Department Handbook.

STUDENTS: I understand that failure to follow the rules and guidelines enclosed may adversely affect my ability to attend Harrison.

Student Signature: _____ Date: _____

Print: _____

PARENT/GUARDIAN: As the parent or guardian of the above student, I have read and agree with the policies and procedures of the handbook. I will positively advise my student on these policies and procedures that they have agreed to follow.

Parent Signature: _____ Date: _____

Print: _____