



## UNIVERSITI TEKNOLOGI MARA

### CTM523: STAGE MANAGEMENT

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| <b>Course Name (English)</b>  | STAGE MANAGEMENT <b>APPROVED</b>  |
| <b>Course Code</b>  | CTM523  |
| <b>MQF Credit</b>   | 3   |
| <b>Course Description</b>   | Student will develop skill of stage management practicum. They are assigned to practical projects and prepare required paperwork and supporting documents. They are expected to refine their communication and leadership technique and skills in order to create and maintain a systematic stage management. With practical assignments they will be able to carry out stage manager duties accordingly. |
| <b>Transferable Skills</b>  | Able to perform as a stage manager, able to execute stage manager's task, responsible to stage manager's duties.  |
| <b>Teaching Methodologies</b>   | Lectures, Field Trip, Practical Classes, Tutorial, Reading Into Writing Task, Discussion, Presentation, Small Group Sessions , Directed Self-learning , Journal/Article Critique, Role Play   |
| <b>CLO</b>  | CLO1 Able to perform Stage Managers duties and responsibilities<br>CLO2 Able to facilitate information for production circulation and distribution<br>CLO3 Able to organize and lead production in stages accordingly   |
| <b>Pre-Requisite Courses</b>  | No course recommendations   |
| <b>Topics</b>   |   |
| <b>1. Introduction</b><br>1.1) Stage Manager's Duties<br>1.2) Stage Manger's Responsibilities   |   |
| <b>2. Stage Manager and the Production Space</b><br>2.1) Production Space and Rehearsal Space   |   |
| <b>3. Direction Cues and Rehearsal Book</b><br>3.1) Introduction to Cues<br>3.2) Creating a Rehearsal Book Assignment   |   |
| <b>4. Technical Cues and Prompt Book</b><br>4.1) Writing Technical Cue<br>4.2) Creating a Prompt Book<br>4.3) Assignment 2<br>4.4) Submission Assignment 1          |   |
| <b>5. Project Assignment Delegation and Control</b><br>5.1) Practical Assignment<br>5.2) Delegating SM Duties and Responsibilities<br>5.3) Submission: Assignment 2 |   |
| <b>6. Production Schedules and Time Management</b><br>6.1) Creating a Production Schedule<br>6.2) Managing Production and People Time<br>6.3) Assignment 3          |   |
| <b>7. Production Communication and Interaction</b><br>7.1) Able to communicate and interact within the production team.   |   |
| <b>8. Internal and Open Notes</b><br>8.1) Writing for SM<br>8.2) Discussion   |   |

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| <b>9. Rehearsal and Technical Rehearsal</b><br>9.1) Running Rehearsals<br>9.2) Assignment 4  |
| <b>10. Degree Showcase/ Production Support Practicum</b><br>10.1) Pre-Production Assignments<br>10.2) Practical Assignment<br>10.3) Tutorial             |
| <b>11. Degree Showcase/ Production Support Practicum</b><br>11.1) Conducting Rehearsals<br>11.2) Practical Assignment<br>11.3) Assignment 5              |
| <b>12. Degree Showcase/ Production Support Practicum</b><br>12.1) Running Tech Rehearsal<br>12.2) Practical Assignment<br>12.3) Submission: Assignment 3 |
| <b>13. Degree Showcase/ Production Support Practicum</b><br>13.1) Running a Performance<br>13.2) Practical Assignment<br>13.3) Submission: Assignment 4  |
| <b>14. Post Mortem and Report</b><br>14.1) Running a Post Mortem Meeting<br>14.2) Submission: Assignment 5   |

| Assessment Breakdown  |  | %       |  |
|-----------------------|--|---------|--|
| Continuous Assessment |  | 100.00% |  |

  

| Details of Continuous Assessment | Assessment Type    | Assessment Description                                     | % of Total Mark | CLO  |
|----------------------------------|--------------------|--|-----------------|------|
|                                  | Group Project      | Project Assignment Assignment 1: Rehearsal and Prompt Book | 30%             | CLO1 |
|                                  | Group Project      | Project Assignment Assignment 2: Production Documents      | 30%             | CLO2 |
|                                  | Individual Project | Project Assignment Assignment 3: Production Exercise       | 40%             | CLO3 |

  

| Reading List | Recommended Text   |
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|              | <ul style="list-style-type: none"> <li>• Lawrence Stern, Alice R. O'Grady 2010, <i>Stage Management</i>, Pearson College Division [ISBN: 9780205627738]</li> <li>• Laurie Kinckman 2013, <i>The Stage Manager's Toolkit</i>, Focal Press [ISBN: 9780415663199]</li> <li>• Hawkins &amp; Meneer 2000, <i>Stage Management &amp; Theatre Administration</i>, Phaidon Press UK</li> <li>• Kelly, Thomas A, <i>The Back Stage Guide to Stage Management</i>;</li> <li>• Daniel Ionazzi 1992, <i>The Stage Management Handbook</i></li> <li>• Trevor R. Griffiths 2000, <i>Stagecraft: The Complete Guide to Theatrical Practice</i>, Phaidon Press</li> <li>• Peter Dean, <i>Production Management: Making Shows Happen</i></li> </ul> |

  

| Article/Paper List |   |
|--------------------|---|
|                    | This Course does not have any article/paper resources |

  

| Other References |   |
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|                  | <ul style="list-style-type: none"> <li>• website <i>Actors Equity</i><br/><a href="http://actorsequity.com">http://actorsequity.com</a></li> <li>• Website <i>International Alliance of Theatrical Stage Employees</i><br/><a href="http://iatse.net/">http://iatse.net/</a></li> </ul> |