



UNIVERSITI TEKNOLOGI MARA

FFM233: STAGE PRODUCTION MANAGEMENT

Course Name (English)	STAGE PRODUCTION MANAGEMENT APPROVED
Course Code	FFM233
MQF Credit	3
Course Description	Stage Production Management course will develop student's organizing skills in stage production duties and organization practicum. They are assigned to several stage practical projects and duties. Students are expected to maintain self-accountability while prioritizing demands to meet calendar deadlines. The students are required to prepare specific paperwork and supporting documents according to the program standard meant for internal and external circulation and archive. Assignment ranges from scheduling to budgeting and artistic appreciation to art fabrication management. Students are expected to refine their communication skill and leadership technique in order to create and maintain a systematic stage production management. With practical assignments they will be able to carry out stage production duties according to production progression standards as decided by the producers. By the end of the course; students are groomed to a professional level in stage production management business.
Transferable Skills	Interpersonal Leadership Mediation Analytical Thinking Critical Thinking Creative Thinking Problem Solving Decision Making Planning Organizational Perceptual Adaptability
Teaching Methodologies	Lectures, Blended Learning, Field Trip, Presentation, Small Group Sessions , Directed Self-learning
CLO	CLO1 Demonstrate organizing skills and execute stage production duties and maintaining accountability. CLO2 Develop and distinguishes production information for production documentation, internal and external circulation and archives. CLO3 Justify and arrange stage production administration according to production progression standards as decided by the producers
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction on Production Team Duties and Responsibilities 1.1) Library Research and Referencing	
2. Production Team and Production Space 2.1) a. Production Duties 2.2) b. Performance Premises	
3. Stage Managers' Notes 3.1) a. Rehearsal Book and Director' Direction 3.2) b. Prompt Book and Technical Cues	
4. Artistic Progression 4.1) a. Artistic Concept- Idea Brainstorming 4.2) b. Artistic Models- Idea Sketch	

5. Artistic Progression 5.1) a. Artistic Concept- Draft 1 5.2) b. Artistic Models- Draft 1
6. Project Assignment 6.1) a. Group Project Presentation 6.2) b. Group Project Strategies
7. Production Schedules 7.1) a. Master Production Schedule 7.2) b. Production Tentative 7.3) c. Production Running Order
8. Production Communication 8.1) a. Reports 8.2) b. Communication Ethics
9. Technical Rehearsal 9.1) • Production Tech Preparation
10. Production Support 10.1) • Rehearsal and Tech 10/12
11. Production Support 11.1) • On site Production Support 10/12
12. Production Support 12.1) • On site Production Support 10/12
13. Production Support 13.1) a. Practicum 13.2) b. Report Writing
14. Post Mortem and Report 14.1) a. Reporting 14.2) b. Presentation

Assessment Breakdown		%	
Continuous Assessment		100.00%	

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Assignment	40%	CLO1
	Group Project	Group Project A	30%	CLO2
	Group Project	Group Project B	30%	CLO3

Reading List	Recommended Text	Reference Book Resources
	<ul style="list-style-type: none"> • Stein, Tobie S. 2008, <i>Performing Arts Management: A Handbook of Professional Practices</i>, 1st. ed. Ed., Allworth Press USA [ISBN: 978-158115650] • Stern, Lawrence 2016, <i>Stage Management</i>, 11th ed Ed., Focal Press USA [ISBN: 978113812446] 	<ul style="list-style-type: none"> • Stein, Tobie S 2016, <i>Leadership in the Performing Arts.</i>, Allworth Press USA [ISBN: 978162153512] • Roth, Emily 2015, <i>Stage Management Basics: A Primer for Performing Arts Stage Managers</i>, 1st ed Ed., Focal Press USA [ISBN: 9781138966054] • Shanda, Mark 2015, <i>Technical Management for the Performing Arts: Utilizing Time, Talent, and Money</i>, 1st ed Ed., Focal Press USA [ISBN: 97811381075] • Shanda, Mark 2014, <i>Management and the Arts</i>, 5th. ed. Ed., Focal Press. USA [ISBN: 978-041566329] • Rosswall, Ellen 2013, <i>Arts Management: Uniting Arts and Audiences in the 21st Century</i>, 1st. ed Ed., Oxford University Press United Kingdom [ISBN: 978-019997370] • Kinckman, Laurie 2013, <i>The Stage Manager's Toolkit.</i>, Focal Press USA [ISBN: 978-04156631] • Rossol, Monona 2011, <i>The Health & Safety Guide for Film, TV & Theater.</i>, 2nd. ed. Ed., Allworth Press USA [ISBN: 978-158115862] • Kelly, T. A. 2009, <i>The Back Stage Guide to Stage Management.</i>, 3rd. Rev. Ex. Ed., Back Stage Books. USA [ISBN: 978-082309802] • Griffiths, T. R. 2001, <i>Stagecraft: The Complete Guide to Theatrical Practice</i>, Phaidon Press New Jersey [ISBN: 978-071482644] • Menear, P., & Hawkins 1994, <i>Stage Management and Theatre Administration</i>, Phaidon Press. New Jersey [ISBN: 978-071482516]

Article/Paper List	This Course does not have any article/paper resources
Other References	This Course does not have any other resources