



**UNIVERSITI TEKNOLOGI MARA**

**FFT232: THEATRE PRODUCTION MANAGEMENT**

<b>Course Name (English)</b>	THEATRE PRODUCTION MANAGEMENT <b>APPROVED</b>
<b>Course Code</b>	FFT232
<b>MQF Credit</b>	3
<b>Course Description</b>	In this course, student will be exposed on how to organize and produce a theater production. It is important to understand the theater organisation, personnel and the scope of work. As theater is a collective work, therefore the understanding of the responsibilities of each production personnel is crucial. The student also will be learning the paperwork and supporting documents. They are expected to discover the concept of management and refine their communication and leadership technique and skills in order to create and maintain a systematic theater management.
<b>Transferable Skills</b>	Leadership skills,Organizational skills,Planning skills
<b>Teaching Methodologies</b>	Lectures, Blended Learning, Tutorial, Presentation, Small Group Sessions
<b>CLO</b>	CLO1 Develop the understanding of the concept of management in a theatre production (MQF 4) CLO2 To organize and produce a theater production project (MQF 5) CLO3 Discuss the scope of works of each member of the production team. (MQF 2)
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Introduction to the course and stage management</b> 1.1) discussion	
<b>2. Production Management</b> 2.1) a.Duties & Responsibilities	
<b>3. Workshop Production Management</b> 3.1) a.Project Criteria, Paper work, Production Planning, Budget, 3.2) b.Rehearsal Schedule, Production Meeting / Technical / Artistic 3.3) c.Handling Auditions – facilities and need. 3.4) d.Press Conference, Press Preview.	
<b>4. Workshop Production Management</b> 4.1) a.Rehearsal Schedule, Production Meeting / Technical / Artistic	
<b>5. Workshop Production Management</b> 5.1) a.Handling Auditions – facilities and need. 5.2) b.Press Conference, Press Preview.	
<b>6. Student presentation</b> 6.1) presentation	
<b>7. Management of 'Front of House' (FOH)</b> 7.1) lecture and discussion	
<b>8. Publicity and marketing Banner/Poster/ Programme Book.</b> 8.1) a.'Box-Office' (Penjadualan, Tiket, Promosi, 8.2) b.Production Schedules and Time Management	
<b>9. Production Schedules and Time Management</b> 9.1) a.Production Communication and Interaction	
<b>10. 'Cueing the Script'</b> 10.1) a: LX / FX / Musics / Scene / Costume / etc 10.2) b: 'Cue Synopsis' 10.3) c:'Plotting' / Full Dressed	

<b>11. Stage manager checklist</b> 11.1) a.Props / Set / Costumes / etc 11.2) b.Stage safety
<b>12. Projects – Rehearsal and Management</b> 12.1) rehearsal
<b>13. Projects – Rehearsal and Management</b> 13.1) rehearsal
<b>14. Final presentation</b> 14.1) presentation

Assessment Breakdown		%		
Continuous Assessment		100.00%		
Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Quiz	30%	CLO2
	Assignment	Individual assignment and presentation	30%	CLO1
	Final Project	n/a	40%	CLO3
Reading List	Recommended Text	<ul style="list-style-type: none"> <li>• Daniel Ionazzi 1992, <i>The Stage Management Handbook</i>, Writer's Digest Books [ISBN: 1558702350]</li> <li>• William J. Byrnes 2014, <i>Management and the Arts</i>, Focal Press [ISBN: 0415663296]</li> <li>• Pauline Menear and Terry Hawkins, <i>Stage Management and Theatre Administration</i>, 1991 Ed., Schirer [ISBN: 002871346X]</li> <li>• Trevor Griffiths 2001, <i>Stagecraft, the Complete Guide to Theatrical Practice</i>, Phaidon Press [ISBN: 0714826448]</li> <li>• Peter Dean 2002, <i>Production Management</i>, Crowood Press [ISBN: 1861264518]</li> </ul>		
	Reference Book Resources	<ul style="list-style-type: none"> <li>• Lawrence Stern, Jill Gold 2016, <i>Stage Management</i>, Focal Press [ISBN: 113812446X]</li> </ul>		
Article/Paper List	This Course does not have any article/paper resources			
Other References	This Course does not have any other resources			