



## UNIVERSITI TEKNOLOGI MARA

### FMA422: STAGE PRODUCTION MANAGEMENT

<b>Course Name (English)</b>	STAGE PRODUCTION MANAGEMENT <b>APPROVED</b>
<b>Course Code</b>	FMA422
<b>MQF Credit</b>	3
<b>Course Description</b>	Stage Production Management course will develop student's skills in stage production duties and organization practicum. They are assigned to several stage practical projects and duties. At this point, students should be able to illustrate and compare duties and responsibilities of each production member. Students will work independently with minimal guidance throughout projects and confer in meetings with other member of team to achieve project objectives. The students are required to prepare specific paperwork and supporting documents according to the program standard. They should be able to prioritize and develop production information for production documentation, internal and external circulation and archives. Assignment ranges from scheduling to budgeting and artistic appreciation to art fabrication management. Students are expected to establish and refine their communication skill and leadership technique in order to create and maintain a systematic stage production management. Actual production practical assignments are carried out by students in a group. By the end of the course; students are groomed to a professional level in stage production management business.
<b>Transferable Skills</b>	Interpersonal Leadership Mediation Analytical thinking Critical thinking Creative thinking Problem Solving Decision-making Planning Organizational Perceptual Adaptability
<b>Teaching Methodologies</b>	Lectures, Field Trip, Small Group Sessions , Directed Self-learning
<b>CLO</b>	CLO1 Illustrate and compare stage production duties in order to interpret instruction into action. CLO2 Develop priority production information for production documentation, internal and external circulation and archives. CLO3 Display ability to establish and lead stage production in standard production advancement.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Introduction on Production Team Duties and Responsibilities</b> 1.1) Library Research and Referencing	
<b>2. Production Team and Production Space</b> 2.1) a. Production Duties 2.2) b. Performance Premises	
<b>3. Stage Managers' Notes</b> 3.1) a. Rehearsal Book and Director' Direction 3.2) b. Prompt Book and Technical Cues	

<b>4. Artistic Progression</b> 4.1) a. Artistic Concept- Idea Brainstorming 4.2) b. Artistic Models- Idea Sketch
<b>5. Artistic Progression</b> 5.1) a. Artistic Concept- Draft 1 5.2) b. Artistic Models- Draft 1
<b>6. Project Assignment</b> 6.1) a. Group Work Presentation 6.2) b. Group Work Strategies
<b>7. Production Schedules</b> 7.1) a. Master Production Schedule 7.2) b. Production Tentative 7.3) c. Production Running Order
<b>8. Production Communication</b> 8.1) a. Reports 8.2) b. Communication Ethics
<b>9. Technical Rehearsal</b> 9.1) Production Tech Preparation
<b>10. Production Support</b> 10.1) • Rehearsals and Tech: 10/12
<b>11. Production Support</b> 11.1) • On site Production Support 10/12
<b>12. Production Support</b> 12.1) • On site Production Support 10/12
<b>13. Production Support</b> 13.1) a. Practicum 13.2) b. Report Writing
<b>14. Post Mortem and Report</b> 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
	Group Project	Group Work Presentation A 1. Artistic Planning and Timeline	30%	CLO2
	Group Project	Group Work B: a. Budget Planning	30%	CLO3
	Individual Project	Individual Assessment: a. Creative Content Presentation b. Reports	40%	CLO1

Reading List	Recommended Text	<ul style="list-style-type: none"> <li>Stein, Tobie S 2008, <i>Performing Arts Management: A Handbook of Professional Practices</i>, 1st ed. Ed., Allworth Press USA [ISBN: 978-158115650]</li> <li>Stern, Lawrence 2016, <i>Stage Management</i>, 11th ed. Ed., Focal Press USA [ISBN: 978-113812446]</li> <li>Stein, Tobie S. 2016, <i>Leadership in the Performing Arts</i>, 1st ed. Ed., Allworth Press USA [ISBN: 978-162153512]</li> </ul>
	Reference Book Resources	<ul style="list-style-type: none"> <li>Roth, Emily 2016, <i>Stage Management Basics: A Primer for Performing Arts Stage Managers</i>, 1st ed. Ed., Focal Press USA [ISBN: 978-113896054]</li> <li>Shanda, Mark 2015, <i>Technical Management for the Performing Arts: Utilizing Time, Talent, and Money</i>, 1st ed. Ed., Focal Press USA [ISBN: 978-113891075]</li> <li>Byrnes, William James 2015, <i>Management and the Arts</i>, 5th ed. Ed., Focal Press USA [ISBN: 978-041566329]</li> <li>Kincman, Laurie 2013, <i>The Stage Manager's Toolkit.</i>, 1st ed. Ed., Focal Press USA [ISBN: 978-041566319]</li> <li>Rossol, Monona 2011, <i>The Health &amp; Safety Guide for Film, TV &amp; Theater</i>, 2nd ed. Ed., Allworth Press USA [ISBN: 978-158115862]</li> <li>Kelly, T. A. 2009, <i>The Back Stage Guide to Stage Management.</i>, 3rd. Rev. ed. Ed., Back Stage Books USA [ISBN: 978-082309802]</li> <li>Griffiths, T. R. 2001, <i>Stagecraft: The Complete Guide to Theatrical Practice</i>, 2nd. ed. Ed., Phaidon Press New Jersey [ISBN: 978-071482644]</li> <li>Pauline Menear, Terry Hawkins 1994, <i>Stage management and theatre administration</i>, Rev. Ed., Phaidon Press New Jersey [ISBN: 9780714825168]</li> </ul>
Article/Paper List	This Course does not have any article/paper resources	
Other References	<ul style="list-style-type: none"> <li>Website Actors' Equity Association 2017, <i>Contracts and Codes</i>, Actors' Equity Association, USA <a href="http://www.actorsequity.org/">http://www.actorsequity.org/</a></li> </ul>	