

**Course Syllabus**  
**THR 1117 & THR 3127**  
**Management Crew**

Spring 2018  
University Theatre Center  
1.0 Hour Credit

**Faculty Instructor:** Kristina Hanssen  
**Theatre Manager:** Katie Stefaniak  
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**Office Hours:** Mon – Fri 8-5 pm

**Text:** No Text required

**Objective:** To introduce the student to the duties and responsibilities of a box office and house management.

**Attendance Policy:** Class participation is an important part of any class/crew, so it is imperative that you attend all crews for which you are called. If you are absent for a crew call you must be able to make it up at a later date in the semester. There will be strike calls following the closing of a show (*The Rocky Horror Show*, *The Lonesome West*, *The Caucasian Chalk Circle*, *This is Our Youth*, *Dogface*). **All crew members must attend each strike.** (Monday following the closing of the show.) **If you miss a strike without a pre-approved reason you will have your crew grade reduced by one letter grade.** Tardiness is also unacceptable. If you must be late please notify one of the payroll. Excessive tardiness will result in a reduction of your final grade.

**Classroom Demeanor:** Please come to class focused and ready to work. Turn off all cell phones. Remember you are the first people our patrons meet when arriving to purchase tickets or visit our program. Use appropriate manners at all times.

**Catalogue Course Description:** One semester hour of credit may be received per semester for work done in this practical workshop consisting of actual work on productions. May be repeated for credit.

**Course Requirements:** All students are required to participate in all aspects of House and Box Office management for the following Department of Theatre and Musical Theatre Fall 2015 Productions: (*The Rocky Horror Show*, *The Lonesome West*, *The Caucasian Chalk Circle*, *This is Our Youth*, *Dogface*) This participation will include, but not limited to, ushering for productions, ticket sales, lobby displays, poster runs, and office work as it relates to these productions.

Management Crew has a time clock that is located in UTC 123, in the back hallway. Each crew member must clock in at the beginning of crew and clock out when all his/her tasks are completed. The crew member is responsible for clocking in and out. Neither the student assistants nor the box office or house manager will clock in or out for the crew members.

**Classroom Attire:** Come to crew wearing clothes you don't mind getting dirty. You will be putting up posters, running errands, using paste, paint, glue etc. You may also be moving items from one area of the theatre to another. When you usher or work in the box office during a show, dress in business attire. This means pressed clothing, no crop tops, ragged pants, or tee shirts with either plain or offensive slogans and no blue or black jeans. Use your best judgment. When in doubt ask a Payroll member or Theatre Manager about your attire. If your clothing is inappropriate for the tasks assigned you WILL be sent home to change and lose points off your grade.

**NO JEANS!!!NO JEANS!!!NO JEANS!!!**

**Grading Criteria:**

Each hour worked equals TWO points.

You are eligible to receive up to ONE point per hour based on work ethic, attitude and job performance.

You are eligible to earn up to FIVE points for each strike.

**Example:**

**60 hours x 2 points = 120 points**

**60 hours x 1 point = 60 points**

**4 strikes x 5 points = 20 points**

**TOTAL 200 points**

**Point Break Down**

**200-180 = A**

**179-159 = B**

**158-138 = C**

**137-117 = D**

**117 and below = F**

An "F" in crew will result in your being **ineligible** for casting, design, stage management and payroll positions in the next semester.

If the student is unable to complete course requirements, the student's grade will reflect this.

**Check with Registrar's office regarding dropping a course.**

**Academic Honesty:** House & Box office management is a collaborative art. It is essential that crew members on this crew are able to work independently as well as part of a group. Some assignments must be adhered to rigorously. For example, if you are assigned a specific area of poster run and do not complete the task on the day it is assigned your grade may be reduced. Anyone who does not adhere to the rules of the assignment runs the risk of receiving a zero on the assignment.

**Americans with Disabilities Act:** *It is the policy of Sam Houston State University that no otherwise qualified individual shall, solely by reason of his/her handicap, be excluded from the participation on, be denied benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request assistance with academically related problems stemming from individual disabilities by contacting the Director of Counseling Center in the Lee Drain Annex or by calling (936) 294-1720.*

**Religious Holidays:** University policy states that if any student must be absent from class for the observance of religious holy day they must notify their instructor by the 12<sup>th</sup> calendar day after the first day of the semester.

# **Management Crew Contract**

I, \_\_\_\_\_, as a member of Management Crew this \_\_\_\_\_ semester of the year \_\_\_\_\_, agree to the following terms presented to me by the wonderful Management Payroll and the OUTSTANDING Theatre Manager.

## Ushering Requirements

1. NO JEANS! (I can't even begin to stress this IMPORTANT MATTER! NO MUTHA FLIPPIN' JEANS!) Like no. I don't care if they were \$300, it still looks unprofessional.
2. No use of cellphones, iPods, iPads, or any electronics that may disturb the work environment, the theatrical performance, and in general makes you look unprofessional.
3. Please do not sit your buttocks on the set or even REMOTELY NEAR THE STAGE. OKRRR?!
4. Do not touch the props. You're there to make sure everyone else doesn't touch them so please set a good example.

## Box Office/Paula's Minions

1. No shows? No way! Please treat this like an actual job and find a replacement for your time if you are unable to make it. Contact Katie Stefaniak with this change in an appropriate amount of time.
2. You must attend one Paula's Minions and Box Office shift a week.
3. NO CELL PHONES! You must show the patrons the utmost respect that they deserve and that requires your undivided attention.

## **If I am found to be in violation of these Theatre MGMT bylaws:**

1. Concerning no shows- I will be docked the number of hours I missed.
2. Concerning performances- I will be sent home, and docked hours.
3. Concerning Strike- I will be docked a letter grade and face the wrath of the Management...

Katie and the Payroll members can deem your behavior unprofessional, distracting, or rude and have the authority to send you home. Do not try to test us.

We need your cooperation to make this department run smoothly and we greatly appreciate your presence and the work you do for the department! ☺

Crew Member: \_\_\_\_\_ Date: \_\_\_\_\_

Management: \_\_\_\_\_ Date: \_\_\_\_\_