

UCLA STAGE MANAGEMENT SUMMER INSTITUTE

Instructor: Jessie Vacchiano

Class: Stage Management Summer Institute

Experience Level: Applicants should be high school or college students who have a serious interest in stage management. They should have some experience in stage management or technical theater.

Requirements: Students should have a laptop computer as much of our paper work will be done digitally.

Description:

The UCLA Stage Management Summer Institute is a three-week intensive conservatory-style program for college and high school theater students encompassing the study and application of stage management, theater history, leadership, teamwork, and problem solving. Students will also be introduced to current industry practices through workshops and hands on activities as it is an essential component to the learning process. Students will culminate the program by working on a final production from preproduction thru performance.

The program is designed for college and high school students who have a serious interest in stage management and who seek the discipline and training required for participation in a university theater program or a career in the performing arts.

Students will spend the morning sessions breaking down stage management at each step of the theatrical process. We will look at not just how to get something done but why it's done that way, how it was done in the past, who it effects, and how it makes the process better. We will then put our lessons to practice with hands on experience as we step into the rehearsal room with the MTSI program. The students will all work as a stage management team alongside the professional director, designer, musical director, and stage

manager for the MTSI rehearsals and performances. While each student will be assigned a stage management role, we will come together each day to discuss our experiences in rehearsal so the students receive a complete picture of what it takes to become a successful stage manager in a real life scenario.

Before arrival: (10-15 hours)

Before arrival, students should begin thinking about how they will prepare for shows in the professional world. Because every stage management style is slightly different, students should prepare the way they think works best for them. We will then discuss each student's format in a group setting, look at everyone's different ideas to complete each task, and compare them with the paperwork the instructor will use to stage manage the show. This will help us to create a framework to use in rehearsals. Through the process we will analyze our starting prep work and create templates for future work. Having a solid foundation of paperwork and organization is key to a stage managers success.

Professional stage managers are often expected to start work well before rehearsals begin. One of a stage manager's biggest jobs is to FACILITATE everyone else's process. While students may not have had to prepare a show in the past, the objective is to step into the rehearsal room with as many tools at your disposal as possible. Having a solid foundation of paperwork will help make facilitating the process more effective. Everyone may choose to solve these problems differently but we should each be able to solve them or answer questions using our paperwork without referencing the script. We should also be able to hand our paperwork off to another member of the stage management team and have them easily follow the information. The instructor would like to see how each student solves these issues on their own so we can build on our foundation as a stage management team. Stage managers never stop learning so exploring how others in the industry solve a problem or prepare can often lead to our own growth as stage managers.

Grade Breakdown:

Classroom Participation:	35%
Homework:	25%
Research Assignment:	10%
Final Project (VO Demo Reel)	30%

Attendance: Attendance is mandatory. Absences throw off the collaborative classroom dynamic and tardiness disrupts the whole class. Every unexcused absence causes your grade to drop and two tardies equal one absence.

Participation: Participation in class is an expectation. You should always be prepared to be called on, ready and eager to volunteer. The following will aid you in having a successful experience in this class:

An open mind and attitude
Commitment to the work and process
Cooperation with and respect for all students

Accommodating Students with Disabilities:

Students needing academic accommodations based on disability should contact the Center for Accessible Education (CAE) at 310-825-1501 or in person at Murphy Hall A255. When possible, students should contact the CAE within one week of the start of the summer session institute start date, as reasonable notice is needed to coordinate accommodations.

For more information, visit www.cae.ucla.edu