

March 9, 2023

THEATRE ARTS COURSE ASSISTANT SCHOLARSHIPS: ACTING PEDAGOGUES

Philosophy:

Theatre Arts offers courses and creative activities in which students learn to make, understand and evaluate theatrical events. Each year the department awards scholarships to exceptional incoming and continuing students. Student scholars serve the department and its mission in a number of ways. Acting Pedagogues serve as course assistants in Fundamentals of Acting, Characterization and Craft, and The Actor and the Classical Repertoire.

Rationale:

Students who become Acting Pedagogues often demonstrate interest in teaching, ability in acting and directing, and a strong capacity to impart to their peers enthusiasm about theatre as a humanistic discipline. Acting Pedagogues support course objectives and student learning by:

- Providing more chances for individualized observation and critique
- Providing increased rehearsal time and feedback for performances
- Modeling strong leadership skills

Duties and Responsibilities of Acting Pedagogues

1. Acting Pedagogues may be used in THTR 215 (Fundamentals of Acting), THTR 300 (Characterization and Craft), or THTR 310 (The Actor and the Classical Repertoire).
2. Pedagogues attend class meetings on a regular basis throughout the semester (but do not need to attend every class session). They assist with setting up and restoring the space, observing and taking notes, critiquing individual and group scene work, leading vocal and physical warm ups, and demonstrating acting concepts in class and lab as requested by the instructor.
3. Pedagogues meet with the instructor outside of class on a regular basis to plan for class exercises or share observations of student rehearsals outside of class.
4. Pedagogues attend the performance of shows outside of class time with the class.
5. Pedagogues meet with individuals and groups of students outside of class to coach them for performance assignments.
6. Pedagogues complete the university's online tutorial regarding sexual harassment and sign a non-disclosure agreement.
7. Pedagogues stay in regular email contact with the instructor and respond to student questions over email.
8. Pedagogues alert the course instructor to any developing issues within student scenes and provide qualitative and quantitative information to the instructor about rehearsals and performances that factor into the grades for the class. In some cases, pedagogues will grade quizzes or exams from a key of answers. Pedagogues do not give subjective grades or enter grades on websites.

Duties and Responsibilities of Faculty Using Pedagogues

1. Instructors inform the students enrolled in the course about the role and duties of the pedagogue.
2. Instructors communicate with pedagogues regularly and in advance about schedules.
3. Instructors keep tabs on the pedagogues' time contributions and provide flexibility to keep the workload manageable.
4. Instructors share teaching, discussion, and coaching strategies with pedagogues and provide feedback about how the pedagogues are developing their skills.
5. Instructors provide mentorship to pedagogues about their work in the major and future work in theatre and education.

Selection of Pedagogues

Each spring, a scholarship application circulates in the Department of Theatre Arts. Students who wish to be considered for a scholarship in the next academic year submit an application and indicate their top three preferences for type of scholarship (as course assistants or for production support). The faculty meets across the spring to consider the scholarship applications, select recipients, and make awards. The criteria for placement includes past achievements in classes and department productions; collaborative history with peers and faculty; emerging or defined interests and talents; department need for leadership in particular areas; the student's past assignments and future goals; the balance of recipients. Scholarships may be awarded for one or two semesters of the next academic year and may be in different areas by semester, or the same are all year.

Supervision, Grading, Hours, and Confidentiality

- Pedagogues are supervised during their work with students in class. As the semester goes on, they have unsupervised coaching sessions with students and debrief about those sessions with the faculty instructor.
- Pedagogues interact with students in the acting classes to a high degree in order to facilitate the deeply interactive practice of theatrical collaboration.
- Acting Pedagogues average 6-8 hours a week on their work for the class. Higher hour weeks come during the run-up to final performances; some weeks have fewer hours to offset that busy time.
- Acting Pedagogues do not have access to the course grade book or any other confidential material. They do not see the instructor's evaluations of students. Any sensitive material pedagogues report to the instructor based on their observations prompts a discussion of confidentiality so pedagogues know how to protect the information.

THEATRE ARTS

COURSE ASSISTANT SCHOLARSHIPS: CORE PEDAGOGUES

Philosophy:

Theatre Arts offers courses and creative activities in which students learn to make, understand and evaluate theatrical events. Each year the department awards scholarships to exceptional incoming and continuing students. Student scholars serve the department and its mission in a number of ways. Core Pedagogues serve as course assistants in Theatrical Experience and other Connections and Critical Conversations classes taught by theatre faculty.

Rationale:

Students who become pedagogues in core classes and seminars often demonstrate interest in teaching, ability in acting and directing, and a strong capacity to impart to their peers enthusiasm about theatre as a humanistic discipline. Core Pedagogues support the course objectives and student learning by:

- Providing more chances for individualized observation and critique
- Providing increased rehearsal time and feedback for performances and writing.
- Modeling strong leadership skills.

Duties and Responsibilities of Core Pedagogos

1. Core Pedagogues may be used in THTR 200 (The Theatrical Experience) or Connections and Critical Conversations classes taught by theatre faculty.
2. Pedagogues attend class meetings on a regular basis throughout the semester (but do not need to attend every class session). They participate in discussion, help to lead acting exercises, and interact with students as a scene coach or writing respondent.
3. Pedagogues meet with the instructor outside of class on a regular basis to plan for class exercises or share observations of student rehearsals outside of class.
4. Pedagogues attend the performance of shows outside of class time with the class.
5. Pedagogues meet with groups of students outside of class to coach them for scene performances.
6. Pedagogues complete the university's online tutorial regarding sexual harassment and a nondisclosure statement.
7. Pedagogues stay in regular email contact with instructors and respond to student questions over email.
8. Pedagogues alert the course instructor to any developing issues within student project groups and provide qualitative and quantitative information to the instructor about rehearsals and performances that factor into the grades for the class. In some cases, pedagogues will grade quizzes or exams from a key of answers. Pedagogues do not give subjective grades or enter grades on websites.

Duties and Responsibilities of Faculty Using Pedagogues

1. Instructors inform the students enrolled in the course about the role and duties of the pedagogue.
2. Instructors communicate with pedagogues regularly and in advance about schedules.
3. Instructors share teaching, discussion, and coaching strategies with pedagogues and provide feedback about how the pedagogues are developing their skills.
4. Instructors keep tabs on the pedagogues' time contributions and provide flexibility to keep the workload manageable
5. Instructors provide mentorship to pedagogues about their work in the major and future work in theatre and education.

Selection of Pedagogues

Each spring, a scholarship application circulates in the Department of Theatre Arts. Students who wish to be considered for a scholarship in the next academic year submit an application and indicate their top three preferences for type of scholarship (as course assistants or for production support). The faculty meets regularly to consider the scholarship applications, select recipients, and make awards. The criteria for placement includes past achievements in classes and department productions; collaborative history with peers and faculty; emerging or defined interests and talents; department need for leadership in particular areas; the student's past assignments and future goals; the balance of recipients. Scholarships may be awarded for one or two semesters of the next academic year and may be in different areas by semester, or the same are all year.

Supervision, Grading, Hours, and Confidentiality

- Pedagogues are supervised during their work with students in class. As the semester goes on, they have unsupervised coaching sessions with students and debrief about those sessions with the faculty instructor.
- Pedagogues interact with students in our classes to high degree in order to help facilitate the deeply interactive practice of theatrical collaboration.
- Core pedagogues average 4-8 hours a week on their work for class. Higher hour weeks come during the run-up to final performances; some weeks have many fewer hours to offset that busy time.
- Core pedagogues do not have access to the course grade book or any other confidential material. They do not see the instructor's evaluations of students. Any sensitive material pedagogues report to the instructor based on their observations prompts a discussion of confidentiality so pedagogues know how to protect the information.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

THEATRE ARTS PRODUCTION SCHOLARSHIPS

DRAMATURGY

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available for rehearsals all the way through opening night. Being a cast member in a faculty directed production does not relieve you of your responsibilities.

Responsibilities:

1. Meet with the director for pre production conceptual work. Conduct research for this phase of work as needed.
2. Attend all production meetings.
3. Meet regularly with the director during the rehearsal process to brainstorm, reflect, and plan.
4. Attend rehearsals for the show on a schedule agreed upon with the director. Dramaturgs do not necessarily need to attend every rehearsal.
5. Support the cast of the show by providing inspiration, research materials, and engaging in creative problem-solving conversations.
6. Assist with or lead the planning of outreach events like: post-show talkbacks or panel discussions; class visits; campus event or conversations with student groups; the design and implementation of a lobby display.
7. Write notes for the program as agreed on with the director.
8. If needed, maintain the script if there is extensive cutting or rewriting of a script that is not under copyright or if original material is being generated by the company.
9. If needed, dramaturgs interact with the playwright of the show, if they are coming to campus or engaged in correspondence.
10. Liaise with the stage manager, house manager, and assistant director about any of the above items as needed.
11. Participate in post show reflection and debriefing about the process and the product.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

HOUSE MANAGER

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available to see a performance during tech week. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

Responsibilities:

1. Serve as the House Manager for faculty-directed productions and all department-sponsored productions in the Norton Clapp Theatre.
2. Recruit and train ushers for each performance and train your replacement in case you are involved in the production and cannot perform your duties as House Manager.
3. Move all trash and recycling containers out of the lobby area for the run of the production and return them at strike
4. Ensure a safe audience environment by posting all necessary signs directing audiences to the theatre, posting content and trigger warnings on doors, making sure pathways are cleared, and accessible seating is ready for guests
5. Meet with the Director and the Director of Theatre Production prior to opening night to receive special instructions and be trained on safety procedures and ways to support audience with disabilities.
6. Remain in the lobby for every production to assist late comers.
7. Coordinate with the University box office for ticket sales and Theatre Arts Office Coordinator for complimentary tickets and share the total number of audience with Stage Manager at the end of each performance for inclusion in the performance report.
8. Coordinate with stage management for starting times of productions.
9. Have a safety plan in case of an emergency.
10. Help with distributing and posting posters throughout campus and community.
11. Complete other tasks as directed by the Director of Theatre Production.
12. You are not required to House Manage for Directors' Lab: A Festival of Scenes, or Senior Theatre Festival.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

LIGHTING

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both “work day” and “tech” weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

Responsibilities:

1. Make sure that there is a safe work environment for everyone.
2. Maintain all lighting equipment.
 - schedule and supervise cleaning and maintenance work call in fall
 - inform Director of Theatre Production of needed expenditures
3. Serve as production electrician for the faculty directed productions.
 - supervise electricians crews
 - hang, circuit, and focus plot
4. Train light board operators.
5. Assist the Lighting Designer.
6. Supervise the electricians strike.
7. Hang, circuit, and focus for Directing 313 Directors' Lab: A Festival of Scenes.
8. Hang, circuit, and focus other events in the theatre as needed.
9. Oversee the use of lighting equipment during Senior Theatre Festival.
10. Check out/in lighting equipment for student productions.
11. Recommend future lighting equipment expenditures.
12. Assist in the training of your replacement.
13. Complete other tasks as directed by the Director of Theatre Production.
14. You are not required to Design for Senior Theatre Festival.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

PROPS

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both “work day” and “tech” weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

Responsibilities:

1. Make sure that there is a safe work environment for everyone.
2. Maintain both hand prop and furniture storage.
 - a. schedule and supervise cleaning in early fall and late spring
 - b. inform Director of Theatre Production of needed expenditures
3. Serve as Prop Master for the faculty directed productions.
 - a. Compile and maintain a comprehensive prop list with stage manager
 - b. Supervise prop crews
 - c. Provide required rehearsal props to stage manager
 - d. Acquire or build all props required
 - e. Work with Scenic Designer for desired effect
 - f. Attend all production meetings
 - g. Coordinate all prop construction with Scene Shop Supervisor
 - h. Coordinate all prop finishes with Scene Shop Supervisor
 - i. File all reimbursement paperwork prior to the production closing
 - j. Gas expenditures for your vehicle must be approved in advance by the Director of Theatre Production.
4. Supervise the properties strike.
5. Check out/in props required for Directing 313 Directors' Lab: A Festival of Scenes.
6. Check out/in props required for Senior Theatre Festival.
7. Check out/in props for student productions and use by other theatres.
8. Assist in the training of your replacement.
9. Complete other tasks as directed by the Director of Theatre Production.
10. Provide an “end of year” report to the Director of Theatre Production reviewing the pros and cons of the position over the year.
11. You are not required to be Props Master for the Senior Theatre Festival.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations

RESEARCH

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff.

Responsibilities:

1. Develop with a research supervisor a research project in the area of theatre of your own choosing; projects often support production or curriculum in some way, however indirectly. With your application, include a brief (250 word max.) description of your interests.
2. Or, assist a faculty member with one or more research projects on which he or she is working.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

SOUND

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both “work day” and “tech” weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

Responsibilities:

1. Make sure that there is a safe work environment for everyone.
2. You are encouraged but not required to be the Sound Designer for the faculty directed productions.
3. Maintain and organize all sound and clearcom equipment.
 - a. -inform Director of Theatre Production of needed expenditures
4. Oversee the sound production for the faculty directed productions.
 - a. -supervise sound crews
 - b. -set up equipment, place speakers, and patch
 - c. -Clearcom set up for production staff
5. Train sound board operators.
6. Assist the Sound Designer.
7. Supervise the sound strike.
8. Set up equipment for Directing 313 Directors’ Lab: A Festival of Scenes.
9. Set up equipment for other events in the theatre as needed.
10. Oversee the use of sound equipment during Senior Theatre Festival.
11. Check out/in sound equipment for student productions.
12. Recommend future sound equipment expenditures.
13. Assist in the training of your replacement.
14. Complete other tasks as directed by the Director of Theatre Production.
15. You are not required to Design for Senior Theatre Festival.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

STAGE MANAGEMENT

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. Being a cast member in the faculty directed production is not possible with your stage management responsibilities.

Responsibilities:

1. Make sure that there is a safe work environment for everyone
2. Serve as the Stage Manager for a faculty directed production, or as an assistant stage manager
3. Coordinate and disperse all communication between design and production staff and actors
(including rehearsal and performance reports)
4. Facilitate all production meetings
5. Coordinate all rehearsals and auditions with the director
6. Make sure the rehearsal space is prepared for each rehearsal
7. Ensure that the director and actors receive proper breaks during rehearsal
8. Oversee actors and technical crew during rehearsal and performances
9. Record all blocking
10. Call all cues during the production
11. Gather information and expedite the production program
12. Create a safety plan in case of an emergency
13. Assist in the training of your assistant(s) and future stage managers
14. Complete other tasks as directed by the Director of Theatre Production
15. You are **not** required to Stage Manage for Directors' Lab or Senior Theatre Festival

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

WARDROBE

Prior to accepting this scholarship you must read, understand and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both “work day” and “tech” weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

Responsibilities:

The Main purpose for the position is personnel to assist with Dressing, Wardrobe Maintenance and Costume Stock Maintenance. The wardrobe scholars primarily are the wardrobe crew heads during the main-stage production for the designated semester(s).

Prior to first dress rehearsal Wardrobe scholars are responsible for:

- Assisting with obtaining needed wardrobe and makeup crew personnel and advising said crew of their obligations.
- Assisting in the labeling of all costume pieces and accessories with actor’s names.
- Assisting with setting up racks, ditty bags and dressing rooms.
- Assisting the Shop Manager/ Costume Designer in creating the wardrobe maintenance lists.
- Obtaining any maintenance instructions for Costume Pieces, Styling and maintenance of wigs, hairstyling techniques and makeup applications.
- Blocking out dates for all dress rehearsals and performances at the beginning of the semester. If you make yourself unavailable for any dress rehearsal or performance you will not be able to fulfill your scholarship responsibilities and your reward will be pulled.

During Dress rehearsals the Wardrobe Scholar...

- Is expected to attend all dress rehearsals. Attendance at a Designer Run-through is advisable. It may be necessary to attend other rehearsals as needed prior to dress rehearsal week. This need will be scheduled and established as early as possible.
- Is responsible for assisting the Costume Designer/Shop Manager with instructing the crew and actors in appropriate preparations for the production.
- Assists with establishing crew responsibilities for changes and which crew members are assisting particular actors with any wardrobe needs as they are the person who should have an idea of the backstage flow of the production. Many of these responsibilities will be decided on the fly as timing and specific needs develop throughout the rehearsal process.
- Assists in the running of the show and any changes necessary.
- Help maintain the dressing rooms (making sure that actors are taking responsibility for their items)
- Ensures that any maintenance issues that may arise during dress rehearsals which may affect the look or flow of the show dealt with, if possible, during the rehearsal process.
- Assists in ensuring that repairs or adjustments that are unable to be attended to during the rehearsal are noted and the Costume Designer or the Costume Shop Manager is made aware of such needs.
- Assists in maintenance and styling of wigs so when the designer is not on hand they are able to duplicate or restore the needed looks.

During the run of the show the wardrobe scholar will, in addition to the regular wardrobe duties...

- Ensure that someone on the wardrobe crew is assigned to maintenance and laundry every day of the run. During the work week the costume shop staff will help take part in laundry and maintenance but it is the wardrobe scholar's responsibilities to ensure that all maintenance has been completed and all items are returned to actors prior to actor call each performance.
- Ensure that all wigs have been touched up
- Ensure that on weekends of a show run that all maintenance and laundry has been assigned to be completed and is attended to prior to actor call.
- Help maintain the dressing rooms (making sure that actors are taking responsibility for their items)
- Arrive prior to actor call to set up any needed materials or tools.
- Assist actors with any wardrobe needs prior to the start of the run and during the run of the show.
- Informs the shop of any issues with clothing, hair, makeup or staff which may need attention.
- Informs the shop if any supplies are running low- with adequate time before the next performance so that they may be restocked.
- Ensures that the shop and dressing rooms are closed down appropriately and locked

At Strike the wardrobe scholar will...

- Take charge of those assigned to assist in the clearing dressing rooms of actor belongings, cleaning the dressing room and striking the costumes according to directions.
- Assist in the post-strike laundering of clothing items.
- Assist in restocking of costume items to the shop and costume storage
- Outside of productions the wardrobe scholar is also responsible for
- Assisting the costume shop manager and shop staff with maintenance of costume storage.
- Being a contact person when classes, student productions or individuals are in need of pulling costume pieces from stock and being available to help them find what they need without tearing storage apart. Making an inventory and checking the items out to ensure their return.
- This may involve being available outside of regular shop hours and will depend entirely upon the timing needed by the individuals obtaining costume pieces.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

SOCIAL MEDIA / OUTREACH

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both “work day” and “tech” weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

Responsibilities:

1. Work with the Theatre Arts Office Coordinator to publicize all department events (Auditions, Performances, Guest Artist Visits, News, etc.) via the department’s social media channels (Instagram, Facebook), and via our email list serv and through posters
2. Meet with production teams and faculty to best understand the publicity and outreach needs/opportunities and develop an outreach strategy that’s tailored to the event
3. Submit Theatre Arts events to the Logger Student Happenings page
4. Coordinate with Bare Bones, UT, Sketch, and Curtain Call leadership to support their events
5. Distribute posters for productions across campus and in the community
6. Seek out additional community outreach opportunities and pitch them to the THeatre Arts Office Coordinator
7. Attend Production Meetings, as requested by the director

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.

ASSISTANT DIRECTOR

Prior to accepting this scholarship you must read, understand, and agree to the position for which you have been selected by the Theatre Arts faculty and staff. You must be available Saturday and Sunday of both “work day” and “tech” weekends. Being a cast member in the faculty directed production does not relieve you of your responsibilities.

Responsibilities:

1. Meet with the director for pre production conceptual work. Conduct research for this phase of work as needed.
2. Help prepare for and lead elements of auditions and callbacks.
3. Participate in the casting process with the director.
4. Attend all production meetings.
5. Meet regularly with the director during the rehearsal process to brainstorm, reflect, and plan.
6. Attend rehearsals for the show on a schedule agreed upon with the director. Assistant Directors do not necessarily need to attend every rehearsal, but should be integrated into the company and process.
7. Support the cast of the show by engaging in creative problem-solving conversations, leading warm ups when asked, and working on scene work with actors..
8. Assist with taking and sharing notes with the director.
9. Liaise with the stage manager, house manager, and dramaturg about any of the above items as needed.
10. Participate in post show reflection and debriefing about the process and the product.

Failure to fulfill this position to the best of your ability may jeopardize your future scholarships and recommendations.