Mitchell Hébert  
Clarice Smith Performing Arts Center 2820, X 5-6684  
Office Hours: Monday, 1:00 - 2:00, Thursday, 12:30 - 1:30 or by appt.  
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Matthew W. Wilson  
Clarice Smith Performing Arts Center

Course Information: Meets Monday 9-11:50 Dance Conference Room

RECOMMENDED TEXTS  
Performing Arts Management: A Handbook of Professional Practices by Tobie S. Stein & Jessica Bathurst  
From Option to Opening by Donald C. Farber  
Being an Actor by Simon Callow

Additional Handouts will be provided by the instructor.

COURSE DESCRIPTION  
This class will take you through all aspects of the theatre. We will analyze various publicity, management, union, casting, and agency practices as well as how they apply to you and your career in the non-profit and commercial theatre. Finally, we will explore early career opportunities such as internships, assistantships, fellowships and entry-level positions in the entertainment industry.

This class is an in depth study of the business of working in the theatre. We will cover the “tricks of the trade” when it comes to creating, establishing and maintaining a career while working in the entertainment industry. We will examine various scenarios for actors, designers, managers and creative’s to better prepare you for the challenges you will face in your career.

GRADING:

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<tr>
<th>Assignment</th>
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<tr>
<td>Individual Press Kit</td>
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<td>Individual Career Plan</td>
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<td>Individual Research Project</td>
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<tr>
<td>Participation</td>
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<tr>
<td>TOTAL</td>
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CLASS ASSIGNMENTS:
There are three major assignments for this class. They are the completion of: Individual Press Kit for you to use in your career; the creation of an Individual Career Plan over the next five years and an Individual Research Project on an area that interests you. Each of these assignments will be thoroughly discussed in class.
COURSE POLICIES
All written assignments are due at the beginning of the class period.
All written assignments:
- Must be typed in 12 point font, double-spaced, with 1” inch margins.
- Must have your name typed on the first page.
- MUST be stapled
- Must contain proper citations according to Turabian’s *A Manual for Writer’s*
- Make sure you spell-check and proofread.
- Plagiarism will not be tolerated. You are expected to be familiar with and follow the University’s policy of academic integrity.

CLASS SCHEDULE:

ALL GUEST LECTURERS ARE FROM THE 2011 EDITION OF THE CLASS. I LEFT THEM IN PLACE TO GIVE PROSPECTIVE STUDENTS AN IDEA OF WHO WE MIGHT BRING IN FOR FALL 2013

Week 1

Finding your way: Life after graduation.
Guest: James Gardiner: UMD graduate

Assignment: Write 40 and 75 and 150 word bios
Press Kit assignment

Week 2

What makes an effective Audition & Running a Regional Theatre
Guest: Blake Robison, Artistic Director: Round House Theatre
Discuss and critique each student bio.

Assignment: Re-write all bios and create a resume for auditions and job searches

Week 3

Careers in the Arts. What are they.

Discuss Resumes/power point
Assignment: rework all bios and resumes to incorporate class notes
Week 4

Keeping the fire burning
Guest: Kim Schraf

Turn in bios and resumes

Week 5

Keeping the Edge: Programming Woolly
Guest: Howard Shalwitz, artistic Director, Woolly Mammoth Theatre

Week 6

Agents
Guest: Roger Yoerges, President Capital Talent Agency
The Casting and Agency Business

Individual Press Kits Due

Week 7

Non-profit vs. Commercial Producing

Week 8

Michael Dove - Building Your Own Theatre Company

Five year plan due

Week 9

Stage Management.
Let’s take it from “you scum sucking pig, I hate you, I hate you…” whenever you’re ready.
Guest: Cary Gillett
Week 10

Cary Gillette – Unions from the Stage Management, Performer and Producer Perspectives

Week 11

Professional Development: Internships, assistantships and freelance work.

Summer Stock and Fringe Festivals

Week 12

So you’re moving to New York/LA what do you do?

Guests: TBA

Week 13

Dramaturg

Guests: Rob Thompson
Faedra Carpenter

Week 14

Open discussion

Individual Research Project due

RELIGIOUS OBSERVANCE POLICY

The University's policy "Assignments and Attendance on Dates of Religious Observance" provides that students should not be penalized because of observances of their religious beliefs; students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed because of individual participation in religious observances. Students are responsible for obtaining material missed during their absences. Furthermore, students have the responsibility to inform the
instructor of any intended absences for religious observances in advance. The student should provide written notification to the professor within the first two weeks of the semester. The notification must identify the religious holiday(s) and the date(s). The student should avoid the use of email or mailbox delivery of the notification to avoid problems.

For more information: http://www.president.umd.edu/policies/iii510a.html

ACCOMMODATING INDIVIDUALS WHO HAVE DISABILITIES

The University is committed to making reasonable accommodations for individuals with disabilities that have been documented by Disability Support Services (0126 Shoemaker Hall, 314-7682). A disability should be verified and discussed with Disability Support Services before the student contacts the professor or TA. If you wish to discuss academic accommodations for this class, please contact the professor or TA no later than the end of the schedule adjustment period.

For more information: http://www.counseling.umd.edu/DSS/

HONOR CODE

The University has a nationally recognized Honor Code, administered by the Student Honor Council. The Student Honor Council proposed and the University Senate approved an Honor Pledge. The University of Maryland Honor Pledge reads:

"I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination."

Unless you are specifically advised to the contrary, the Pledge statement should be handwritten and signed on the front cover of all exams, papers, projects, or other academic assignments submitted for evaluation in this course. Students who fail to write and sign the Pledge will be asked to confer with the instructor. Please recognize that all students are subject to the requirements of the University's Code of Academic Integrity whether or not they write and sign the Honor Pledge.

For more information: www.umd.edu/honorpledge and http://www.shc.umd.edu/code.html
SEXUAL HARASSMENT POLICY

The University is committed to maintaining an academic work environment free of sexual harassment for all faculty, staff and students. Sexual harassment diminishes individual dignity and impedes equal educational and employment opportunities. Sexual harassment will not be tolerated at the University; it is a violation of law and University policy. Individuals who engage in sexual harassment will be subject to disciplinary action. Please be advised that the University has procedures in place to report sexual harassment and correct it when it occurs. Students who have questions about sexual harassment or the University policy and procedures may call the Office of Judicial Programs (2118 Mitchell Building, 314-8204). To read the entire Policy see "Appendix B: Campus Policy and Procedures on Sexual Harassment" in the Undergraduate Catalogue (http://www.umd.edu/catalog/0405/chapter10.pdf).

For more information: http://www.president.umd.edu/legal/policies/sh.html

ATTENDANCE POLICY of the Department of Theatre

Regular attendance and in-class participation are integral components of all theatre classes and seminars. Although instructors are responsible for informing each class of the nature of in-class participation and the effect of absences on the evaluation of a student’s work, the Department’s general attendance policy on excused absences is consistent with the University’s policy, which allows students to be excused for the following causes:

1. Illness of the student or illness of a dependent as defined by the Board of Regents policy on family medical leave
2. Religious observance (where the nature of the observance prevents the student from being present during the class period)
3. Participation in University activities at the request of University authorities
4. Compelling circumstances beyond the student’s control

Students claiming an excused absence must apply in writing and furnish documentary evidence for their assertion that the absence resulted from one of these causes. (Undergraduate Catalog, pages 36 & 37)

Whenever possible, instructors will make a reasonable effort to re-schedule in-class presentations for students with an authorized excused absence. Students should check the specific requirements of their courses carefully, however, as such re-scheduling is not always possible.
http://www.testudo.umd.edu/soc/atedasse.html