



**DOANE**  
UNIVERSITY

*Department of* **THEATRE**

**2019-2020**  
**HANDBOOK**

# Doane University Theatre Department

## Student Handbook

Students are responsible for the information contained in this handbook. The contents include scholarship requirements, show responsibilities, major and minor requirements, Panthera Productions, groups and organizations, and KCACTF. If you have any further questions about items not covered in the handbook, they can be addressed to:

Rob McKercher, Department Chair

Jeff Stander, Associate Professor of Theatre

Joel Egger, Assistant Professor of Theatre

Donna Himmelberger, Costume Shop Manager/Costume Designer/Adjunct Faculty

Tammy Tanner, Performing Arts Coordinator

### I. THEATRE DEPARTMENT MISSION AND GOALS

The Theatre Department gives students a general knowledge of basic theatrical skills required to understand, guide and create artistic works. The theatre department prepares students for graduate study in acting, directing, design, stage management, and theatre history, as well as for professional activity in the performing arts. Departmental goals are:

- To produce professional quality theatrical work
- To provide a stimulating and creative environment in which students can develop an understanding of theatre history, criticism, and dramatic literature as well as develop skills in acting, directing and design.
- To encourage a rich and diversified liberal arts education.
- To fully engage students in the craft and art of theatrical production by-encouraging active involvement in all aspects of production including acting and directing, set and costume construction, publicity, lighting, props, and theatre management.
- To give qualified students the opportunity to design costumes, sets and lights for main stage productions, to direct, and to perform challenging roles.
- To strengthen the confidence and self-image of every student.
- Develop students' communication skills.
- Develop critical thinking skills in an aesthetic perspective.
- Develop students' reading and writing skills.
- Develop research abilities.
- Develop an understanding of the cultural history of theatre.
- Develop skills through active theatrical endeavors required for active internships, graduate school admission, or professional activity.

Develop students' entrepreneurial skills to help get a jumpstart on their professional goals.

### II. SCHOLARSHIP REQUIREMENTS

1. Attend theatre scholarship holder meeting as scheduled- typically one per semester
2. Register and pass *THE 101- Intro to Theatre* for 3 credit hours first semester
3. Register and pass *ATV 173 - Theatre* for 1 credit hour each semester your first two years
  - This entails being responsible for daily/weekly production work, equal to a minimum of 20 to 30 hours per semester

- Attend one work call per semester
- Attend strike for both mainstage productions in their entirety or make up ten hours in the shop

4. Attend one work call per semester and both strikes each semester

***Note: Music students taking lessons will not be allowed to miss strike for a seminar performance. Please plan ahead and plan accordingly.***

5. Participation in **one** out of the two semester main stage shows each semester in a performance or technician track. See SHOW RESPONSIBILITIES for more details.

*Failure to meet these requirements will result in partial or full removal of the theatre scholarship. Students in question will be required to set up a meeting with the theatre faculty to discuss the penalty of their actions.*

### III. ATV & DEPARTMENT – DATES OF NOTE

FALL AUDITIONS: August 21

FALL CALLBACKS: August 22 (Much Ado) and August 23 (Good for Otto)

#### MUCH ADO ABOUT NOTHING

Work Call: October 5

Tech Week: October 6-8

Preview: October 9

Performances: October 10-12; Drama Conference: October 14

Strike: October 15

#### GOOD FOR OTTO

Work Call: November 9

Tech Week: November 10-12

Preview: November 13

Performances: November 14-16; Theatre Visit Day: November 18

Strike: November 19

SPRING AUDITIONS: December 2

SPRING CALLBACKS: December 3 (House of Yes) and December 5 (Big Fish)

#### HOUSE OF YES

Work Call: February 22

Tech Week: February 23-25

Preview: February 26

Performances: February 27-29

Strike: March 3

#### BIG FISH THE MUSICAL

Work Call: April 25

Tech Week: April 26-28

Preview: April 29

Performances: April 30-May 2 (with Saturday matinee)

Strike: May 3

### IV. SHOW RESPONSIBILITIES

All students on theatre scholarship are required to be part of one of our two main stage semester productions in one of the following ways:

*Note: job descriptions are subject to change based on show.*

1. All involved in show: key dates of note
  - Reinforcement: During the run of the show, after a performance there will be a pizza party to support the work of everyone involved.
  - Photo Call: Actors, crew, designers, and the director will be involved in photo call which takes place after a performance of the show.
  - KCACTF Response: A respondent from KCACTF will watch a performance of our show and stay afterward to give actors, designers, the director, and all involved feedback on the production.
2. Actor
  - Actors must audition for the semester shows at the beginning of each semester and, if cast, must accept their roles in the production.
  - The directors of the two shows will collaborate to cast their shows
  - Actors must be present and prepared for rehearsals, memorize lines by given dates, attend all performances and required rehearsals
  - Actors are expected to be courteous and respectful to all individuals involved in the production.
3. Stage Manager (SM) or Assistant Stage Manager (ASM)
  - The stage management team is required to be at all rehearsals, produce rehearsal reports, give line notes, and attend weekly production meetings
  - SM will call the show from the booth, produce a prompt book with all light and sound cues, and manage the ASM(s)
  - ASMs will assist the SM in any way asked of them – including helping create rehearsal report, giving line notes, etc
  - ASM will be in charge of running the show and managing the crews on the ground during the performances
4. Assistant Director (AD)
  - AD jobs vary show to show and by director; general tasks include attending all rehearsals, writing notes for the director, helping brainstorm solutions, etc
5. Designer
  - Design opportunities are available in the following areas: scenic, costume, lighting, sound, props, hair/makeup, projections (based on the show)
  - Designers are required to present preliminary research to the director, attend weekly production meetings, have drawings/renderings/plots completed by the assigned due dates, and overseeing the completion of the design
6. Assistant Designer
  - Assistant design opportunities are available in all of the above areas
  - Assistant design responsibilities vary depending on production area and designer
7. Master Electrician (ME)
  - ME is responsible for hanging and patching lights based on the plot provided by the LD
  - ME will have to work odd hours – around the rehearsal schedule; this position typically has late nights
8. Backstage Crews
  - Crew members must be present for all days of tech and all performances. This is

mandatory; crew members may not miss any days or they will fail to meet their scholarship requirement.

- Crews include: run crew (scene shifting), wardrobe crew (quick changes, costume maintenance, etc.), sound and light board operators
  - Job duties will vary show to show. All crew members report to the ASM.
  - One person will be in charge of costume laundry – that person is responsible for changing over all loads between all dress rehearsals and performances, making sure all costume pieces are washed and dried before the next use.
9. House Manager and Front of House
- The house manager is tasked with handling all reservations and accommodations for the show via Eventbrite
  - The house manager will be assigned ushers to assist with seating patrons
  - The house manager and ushers must be at the theatre an hour and a half before all performances and preview.
10. Production Manager
- They do it all and they also make the schedule. Don't make this person mad.
11. Lobby Display
- This job is filled by the Historian of Doane Players.
  - The individual in charge of lobby display will discuss with the director their concept or theme for the display, be in charge of assembling it during the week leading up to the show, and be responsible for tear down.
  - Piece of it completed before the week of, come to production meeting
  - Dramaturg/lobby display

## V. MAJOR AND MINOR REQUIREMENTS

### Requirements for the Theatre Major:

Complete 1 or 2.

#### Option 1

Complete the following:

- THE 101 – Introduction to the Theatre (3)
- THE 103 – Acting I (3)
- THE 108 – Introduction to Stagecraft (3)
- THE 109 – Introduction to Costumes (3)
- THE 115 – Makeup for the Stage (1)
- THE 210 – Script Analysis (3)
- THE 217 – Fundamentals of Play Directing (3)
- THE 303 – History of the Theatre I (3)
- THE 304 – History of the Theatre II (3)
- THE 495 – Senior Project (1-3) (3 credits)
- ATV 173 – Theatre (0-1) each term of attendance (a minimum of four credits of ATV 173 must be applied to the major)

#### Cognates

- ENG 392 – Shakespeare (4)
- HHP 101 – Physical Activity Course (1) – Creative Movement (or Jazz Dance)

Three credits from the following:

- THE 207 – Advanced Acting (3)
- THE 212 – Scenic Design (3)
- THE 309 – Theatre Management (3)

- THE 311 – Adv Scenic and Costume Design (3)
- THE 314 – Actors and Playwrights (3)
- THE 318 – Advanced Directing (3)

Three credits from the following:

- THE 224 – Summer Stock Experience (3)
- THE 421 – Theatre Internship (0-12)

### Option 2: Theatre Teaching

Students seeking certification for teaching in theatre must complete the following:

- THE 103 – Acting I (3)
- THE 108 – Introduction to Stagecraft (3)
- THE 109 – Introduction to Costumes (3)
- THE 115 – Makeup for the Stage (1)
- THE 210 – Script Analysis (3)
- THE 217 – Fundamentals of Play Directing (3)
- THE 303 – History of the Theatre I (3) or
- THE 304 – History of the Theatre II (3)
- THE 309 – Theatre Management (3)
- THE 328 – Field Exp for Teaching Theatre (2)

One additional teaching major.

All requirements listed for Secondary Education.

### Theatre Minor

#### Requirements for the Theatre Minor

Complete the following courses:

- THE 101 – Introduction to the Theatre (3)
- THE 103 – Acting I (3)
- THE 108 – Introduction to Stagecraft (3)
- THE 217 – Fund of Play Directing (3)

One course chosen from the following:

- THE 207 – Advanced Acting (3)
- THE 271/371/471 – Selected Topics (1-3)
- THE 303 – History of the Theatre I (3)
- THE 304 – History of the Theatre II (3)
- THE 311 – Adv Scenic and Costume Design (3)
- THE 312 – Light and Sound for the Stage (3)
- THE 318 – Advanced Directing (3)

Cognates

- ENG 392 – Shakespeare (4)
- HHP 101 – Physical Activity Course (1) Creative Movement (or Jazz Dance).

A minimum of two credits in

- ATV 173 – Theatre (0-1)

## VI. PANTHERA PRODUCTIONS

### 1. What is Panthera?

- Panthera Productions is a branch of Doane Players that encompasses all student produced work.

### 2. Getting Started

- First, decide what project you would want to complete
- Second, you must get the Panthera Production form signed by all theatre faculty, the Performing Arts Coordinator, and any other faculty or staff that

- may need to approve your request
  - Third, determine where you would like rehearsals to be held, performance dates, etc.
- 3. Students are able to request monetary support from the Doane Players to help alleviate various production costs.

## VII. GROUPS AND ORGANIZATIONS

- **Doane Players** is an organization open to anyone wishing to be involved in the theatre department. Doane Players hosts the annual Doane Drama Conference, organizes the Haunted House, does community service projects, allocates money to various theatre student opportunities, and more.
- **Alpha Psi Omega** is the theatre honorary. To become a member, you must accumulate 100 points based on a points system. The organization hosts various events in the fall and spring, and takes a yearly trip to Chicago.
- **Absolutely Unprepared – Improv Troupe** is an auditioned group. The team performs once a month in Lakeside Coffee Shop.
- **USITT** is a technical theatre group which was new to Doane in 2017. The group focuses on preparing technical theatre artist for their future careers.

## VIII. KENNEDY CENTER AMERICAN COLLEGE THEATRE FESTIVAL (KCACTF)

KCACTF is a yearly festival held in January where students have the opportunity to showcase their work as actors and designers, attend workshops in a variety of topics, see shows and scenes from around the region, and celebrate our work from the calendar year. The location of the Festival shifts every two years, this year being held in Sioux Falls, SD.

1. Students wishing to attend KCACTF must register themselves online before the festival. Early registration is \$80. This payment must be given to the Performing Arts Coordinator prior to your departure to the festival.
2. There are numerous opportunities and events available to participate of the festival including:
  - Irene Ryan Acting Competition (by nomination only) – see below
  - Design/Tech Exposition
  - Intensives in a variety of topics including Musical Theatre, Improv, technical areas, etc.
  - Professional Auditions and Technical Interviews – to participate you must register online. Those wishing to audition must prepare two contrasting pieces of material not exceeding 90 seconds in length. Auditioners should bring copies of their headshot and resume to take to callbacks. Technicians should bring their portfolio and copies of their resume to disperse while interviewing with various theatres.
  - Costume Parade – for student or faculty designers to submit and be selected
  - Playwriting – there are several opportunities for playwrights to submit their work to be selected for readings during the festival
  - Directing – students may apply to be the director of a new play
  - 10-Minute Play Auditions
  - Workshops
3. Irene Ryan Information

- There will be two Irene Ryan scholarship nominees from each Doane production in the year (eight total). They are chosen by the KCACTF respondent and the show's director.
  - Students nominated for the Irene Ryan scholarship will select a partner to attend the festival with them. The duo will prepare one three-minute scene, one two-minute scene, and the nominee will prepare a one-minute monologue.
  - The Irene Ryan nominee may select any eligible person (not another nominee) to be their partner. If their partner is unwilling to pay the KCACTF registration fee, it will be the responsibility of the Irene Ryan to cover the cost.
  - All Irene Ryan participants will perform on Monday during the preliminary round. During this round, the duo will perform their two-minute scene and the nominee will perform their monologue. 64 teams will be chosen to move forward to the semi-final round during which both scenes will be performed. Finally, 16 are chosen to go to the final round where all three pieces will be presented during the final ceremony. There will be a top four selected, the top two advancing to the National Festival in Washington D.C.
  - Irene Ryan information is subject to change. Check with [www.kcactf5.org](http://www.kcactf5.org) for the current list of rules and changes.
4. More information can be found online at [www.kcactf5.org](http://www.kcactf5.org). The event also uses the app Guidebook for mobile scheduling and information needed throughout the week.
  5. All students attending KCACTF will be expected to attend a meeting prior to the event. This meeting will have further information on registering for the festival, festival events, and expectations of students. Students will be required to sign a liability form stating that they understand our expectations and the expectations of Doane University while representing our school during the event.

*Please see the Travel Liability Form for more information.*

#### IX. DEPARTMENTAL TRAVEL

- KCACTF – see above
- USITT
  - USITT was new to Doane in the 2017-2018 school year. The group focuses on support and growth of technical theatre artist. The yearly conference is held in March in different locations around the U.S. The upcoming conference is March 20-23, 2019 in Louisville, KY. The conference can have partial support from the theatre department and Doane University via StuCo.
- APO Chicago Trip
  - Each year, students in APO have the opportunity to travel to Chicago. Typically held in December, students drive to the city for the weekend to experience shows, tours, and more. The trip is partially funded by APO with the help of StuCo and bake sale fundraising.
- New York City/London
  - All Doane students have the opportunity to take a major biennial theatre trip. Every four years, we travel to London, England to immerse ourselves in the theatre and culture, including the West End. Additionally, every four years we travel to New York City where we see Broadway and Off-Broadway shows, tour



theatrical spaces, and do workshops with industry professionals. Students have the opportunity to experience both in their four years at Doane. The upcoming New York Trip is scheduled for May 2021.

*A Travel Liability Form will be required for all university funded/sponsored events.*

## X. THEATRE PURCHASING POLICY

Many people use Doane Theatre credit cards to make purchases for the department, specifically for the shows. The most common people who use the cards are designers or the Presidents/Treasurers of student organizations.

Here are a few rules to know and remember when using credit cards or purchasing items for the department:

### 1. Credit Card Policy

- When using a credit card, remember the following:
  - Keep all receipts – *if you fail to obtain a receipt it will be **your** responsibility to go back and get another one.*
  - Write down the appropriate charge
    - Organization name
    - Show name + area (ex: heathers props, nell gwynn costumes, etc)
    - Card holder's name
  - When applicable, be specific with the PO (see below)
  - Return the card promptly to whomever you borrowed it from, typically the Performing Arts Coordinator (PAC). Do not hand the card off to another student.
  - The main people approved to borrow credit cards: student designers, TD, presidents and treasurers of student organizations.

### 2. Charging Accounts

- Several businesses in the area have Doane accounts. You will give them the PO (see below) so the business office knows which department should sign off on the invoice.
- Businesses include Ace Hardware, Sack Lumber, Doane Bookstore, etc. These will come to the mailbox of the PAC.

### 3. PO

- The PO, or Purchase Order, lets both the University and the PAC what department is being charged and/or what part of the budget should be accessed. The PAC uses this information to create an accurate budget for each show and for general department spending.
- Be as specific as possible - ex: “theatre much ado lights” or “theatre house of yes scenery”

### 4. Tax Exempt Cards

- Some stores have tax exempt cards. The credit card holder has to get one from the store. Make sure you ask before you go. Walmart is a big one, also some stores in Lincoln.

### 5. Amazon

- Jeff has an Amazon Business account. Use this whenever possible.

## XI. PLAY READING COMMITTEE

Each year, all students are invited to participate in the Play Reading Committee. The Committee meets weekly to have discussions based on a variety of plays that students have the opportunity to read. The plays will be available to be checked out from Joel's office during his office hours. It is imperative that students read as many scripts as possible to participate in fruitful discussion. A list of plays will be created for the first meeting, and will be available via Google Docs. The list will be edited as the committee eliminates plays. Final season selection will be announced during the theatre banquet at the end of the school year.

## XII. DISABILITY STATEMENT

Students with disabilities substantially limiting a major life activity are eligible for reasonable accommodations in university programs. Accommodations provide equal opportunity to obtain the same level of achievement while maintaining the standards of excellence of the university. If you have a disability that may interfere with your participation or performance, please meet with one of the theatre faculty members to discuss disability-related accommodations and other special learning needs.

The departmental handbook can be found both online via Google Folders and posted on the main-level bulletin board in the Con. Additional documents found in the Folder and on the board are:

[2019-2020 Performing Arts Calendar](#)

APO Points Form

Panthera Productions Permission Form

Travel Liability Form

Rehearsal Expectations Contract