

**Hendrix
College**

**Theatre
Handbook**

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Department of Theatre Arts and Dance

Mission Statement

"Theatre is a clear window into the mind, the soul, the heart of humankind—the study of which should be the aim of higher education. Theatre brings life to learning."

Jane Alexander
Actor
Chair, National Endowment for the Arts (1993-1997)
ATHE Conference 1997

Offering students the opportunity to seek answers is the mission of the department.
To that end we seek to accomplish these learning goals:

To create an environment that is both rigorous and encouraging,
To provide direct learning experiences in the classroom and
To recognize indirect learning experiences outside of the classroom--intellectual, emotional and physical,
To understand that each culture possesses a need for self-expression, and
To embrace the collaborative nature of the discipline.

HENDRIX PLAYERS

In the Hendrix College Theatre Arts and Dance program, our diversity is our strength. Active, involved, and essential members of the program come from all academic disciplines. Every student is welcome and encouraged to participate in the program. A place is available for everyone in the theatre arts department. Auditions are open to all students. All students may volunteer to work in the costume shop, set and lights, properties, or box office and publicity. Work study is also available in each area.

No matter who you are or what your major is, the Hendrix Players would love to have you join our ranks and participate in productions viewed and enjoyed by the campus and the community.

Season 2011-2012

Fall Productions

Playwright's Theatre

Customary Monsters by Kyle T. Wilson

Friday, September 9, 2011

7:30 pm

Cabe Theatre

Co-sponsored by Hendrix-Murphy Foundation for Literature and Language

Hope for the Honeybee Hives (working title)

Written and directed by April Gentry-Sutterfield

Friday and Saturday 23 and 24, 2011

6:00 pm with an additional matinee on Saturday at 2:00 pm

Cabe Theatre

Co-sponsored by Hendrix-Murphy Foundation for Literature and Language

Nature's Fight

Choreographed by Brigitte Rogers

Friday and Saturday, October 7th and 8th, 2011

Reves Recital Hall

7:30 pm with an additional matinee on Saturday at 2:00 pm

Mid-Summer Night's Dream

By William Shakespeare

Directed by Ann Muse

Wednesday- Saturday, November 9-12, 2011

7:30 pm with an additional matinee on Saturday at 2:00 pm

Cabe Theatre

Spring Productions

The Typists

By Murray Schisgal

Directed by Ann Muse

Wednesday-Saturday, January 25-28, 2011

7:30 pm with an additional matinee on Saturday 2:00 pm

Staples Auditorium

Limited seating

The Trial

By Franz Kafka

Adapted and directed by Ken Albers

Wednesday-Saturday, February 29-March 3, 2011

7:30 pm with an additional matinee on Saturday 2:00 pm

Cabe Theatre

Co-sponsored by Hendrix-Murphy Foundation

Hendrix Dance Concert

Directed by Brigitte Rogers

Friday and Saturday, March 30 and 31

7:30 pm

Staples Auditorium

Senior Seminar

Wednesday-Saturday, April 18-21, 2011

7:30 pm with an additional matinee on Saturday 2:00 pm

Cabe Theatre

Faculty

Dr. Connie L. Campbell

Visiting Assistant Professor of Costume Design, Construction, and History

501-450-3886

CampbellC@hendrix.edu

Cheri Devol

Assistant Professor of Theatre Arts

Theatre Technology, Computer Aided Drafting and Design

501-450-1417

DevolC@hendrix.edu

Danny Grace

Professor of Theatre Arts

Theatre Production and Design, Dramatic Literature and Theory

501-450-1314

Grace@hendrix.edu

Ann Muse

Associate Professor of Theatre Arts, Department Chair

Acting, Theory, Directing, Playwriting and Dramatic Literature

501-450-1369

Muse@hendrix.edu

Mary Richardson

Instructor of Speech

Speech Communication, Choreography and Forensics

501-450-3802

Richardson@hendrix.edu

Brigitte Rogers

Visiting Assistant Professor of Dance

501-505-2947

RogersB@hendrix.edu

Adjunct Instructors:

Ken Albers

Murphy Visiting Director

Ruthann Curry Browne

Voice and Acting

Caryn Jeffery

Costume Shop Manager

April Gentry Sutterfield

Murphy Visiting Director

Werner Trieschman

Playwriting

Majors and Minors

Requirements for a Bachelor of Arts degree in Theatre Arts (Total 12 Courses)

Theatre Arts majors should generally adopt the following courses sequencing guidelines: 100-level courses for first year students; 200-level courses for second year students; 300 and 400-level courses for third year students and for fourth year students. With occasional exceptions all major coursework is offered yearly.

TART 120 Voice, Articulation, and Text Reading
TART 140 Beginning Acting
TART 150 Stage Movement and the Alexander Technique
TART 210 Script into Performance: Text Analysis
TART 220 Theatre Practicum
TART 260 Theatre Production: Scenery and Lighting
TART 280 Theatre Production: Costume and Makeup
TART 310 History of the Theatre and Drama I
TART 311 History of the Theatre and Drama II
TART 430 Stage Directing
TART 450 Production Design
TART 497 Senior Seminar

Requirements for a Minor in Theatre Arts (Total 6 Courses)

A minor in Theatre Arts will consist of at least six courses distributed as follows:

TART 210 Script into performance: Text Analysis
TART 220 Theatre Practicum
Any one of the following:
TART 120 Voice, Articulation, and Text Reading
TART 140 Beginning Acting
TART 150 Stage Movement and the Alexander Technique
TART 160 Reading and Writing Dance:an Introduction
Any one of the following:
TART 260 Theatre Production: Scenery and Lighting
TART 280 Theatre Production: Costume and Makeup
Any one of the following:
TART 310 History of the Theatre and Drama I
TART 311 History of the Theatre and Drama II
Any one of the following:
TART 290 Beginning Playwriting
TART 430 Stage Directing
TART 450 Production Design

Major Reviews

Each student interested in declaring a major in Theatre Arts must complete an interview with the Theatre faculty at the end of both sophomore and junior year. In this interview the faculty will assess the student's abilities, strengths, and weakness. The student will receive recommendations concerning completion of the program. Another review will take place at the beginning of the senior year to assess the student's plan for graduation and beyond. At the end of the senior year an exit interview will be conducted with a faculty member.

Requirements for a Minor in Dance (Total 7 Courses)

DANC 160 Reading and Writing Dance
DANC 325 Choreography
TARA A30 Dance Ensemble—four full semesters
TART 220 Theatre Practicum
Any two of the following:
DANC 215 Modern Dance Technique
DANC 216 Ballet Technique
DANC 217 Jazz Dance Technique
TART 150 Stage Movement and Alexander Techniques
Any one of the following:
TART 260 Theatre Production: Scenery and Lighting
TART 280 Theatre Production: Costume and Makeup

Theatre Arts and Dance Scholarships

The Hendrix College Theatre Arts and Dance scholarship is renewable for up to four years of study at Hendrix College. To apply for this scholarship, applicants must submit a letter of recommendation from a teacher (who does not necessarily need to be involved in Theatre or Drama) who can comment on creative ability, cooperation, and willingness to work with others. Both performance and non-performance applicants are encouraged to apply. Preference is given to individuals who apply for admission by February 1 and audition or schedule an interview prior to February 20.

Dance scholarship recipients may fulfill requirements by working with in the Theatre Arts and Dance department as described above or by participating in the Hendrix Dance Ensemble for two consecutive semesters. Hendrix Dance Ensemble is by audition only.

Recipients of this Theatre Arts and Dance scholarship must maintain a GPA of 2.0 and are required to complete 20 hours of Hendrix theatre/dance related work each semester. These recipients are encouraged to work in a variety of theatre areas. In addition to auditioning for and being in plays, recipients can work in any of the shops, such as box office and publicity, set and lights, properties, and costumes. These scholarships are received and maintained by students regardless of major. No prior knowledge is required for any of the shops--there will always be supervisors or knowledgeable people nearby who can help students learn how to perform tasks such as working a soundboard or sewing a costume.

Rosemary E. Henenberg Scholarship established in 2002 in honor of Dr. Rosemary Henenberg, Willis H. Holmes Distinguished Professor Emerita of Theatre Arts and Longtime Chair of the Department, to recognize Outstanding Achievement by a rising junior or senior in Theatre Arts. The recipient should give evidence of outstanding effort in the academic aspects of the study of drama and theatre; Theatrical aspects of the performance of theatre; and departmental leadership and good spirit.

Ella Myrl Shanks Scholarship established in 1992 in honor of Ella Myrl Shanks, Emerita Professor and Longtime Chair of the Theatre Arts Department, to recognize outstanding achievement by a rising junior or senior in the Department.

Useful Information

Production Information:

Strike after the last performance of each production is mandatory for everyone.

Stage Manager

Pre-rehearsal Duties

- Publish Rehearsal Schedule
- Attend all production meetings
- Tape out the ground plan in the rehearsal space

Rehearsal Duties

Create Stage Manager's Prompt Book which includes:

- All notations for lighting and sound cues
- Blocking notations
- Technical schedules
- Rehearsal schedules
- Prop lists and property plot
- Ground plans
- Company list with contact information
- Pre-show duty list for all crew members

Send out nightly rehearsal reports

Support the actors and show crew

Be organized

Facilitate communication among production departments

Assist the Director:

Begin and end rehearsal by:

Checking for appropriate rehearsal attire.

Announcing any business that concerns the production: costume fittings, news from the stage designer concerning the set, etc.

Watching for tricky texters. Phones should be off.

Marking Blocking: If the actors do it, you should know about it. Watch for changes.

Tracking Prop Locations: Know where each prop is supposed to be.

Spiking set placement: Mark where the set pieces need to be.

Keeping track of time: Time the show during run throughs and have an estimated run time of each act.

Calling Cues: Call the lighting, sound, and effect cues.

Asking: If you have questions, ask the Director.

Performance Duties:

Run the show during performances

For performances, Stage Managers are asked to wear nice clothing in dark tones.

Note: Actors and stage crew should yield to the Stage Manager and the Assistant Stage Managers and follow their instructions. Their job is to help you be as efficient as possible.

Assistant Stage Managers/Props

ASMs work with the Stage Manager, Prop Manager, and Technical Director in order to ensure that the show runs smoothly. There are usually 2-4 Assistant Stage Managers for each production.

ASMs are required to attend all rehearsals and performances.

Duties may include but are not limited to:

Helping the Stage Manager during rehearsals and performances

Running props

Assisting with scene changes

Being on book during rehearsal

Setting up before rehearsal and putting things away afterwards

ASMs are generally required to wear black clothing including black close toed shoes during dress rehearsals and performances, except in specific instances when costumes may be provided.

Box Office Manager

Email: Send reminders about events and scholarship hour opportunities.

Verify: Sign off on the hours of theatre scholarship students and students who are working toward practicum and volunteering

Delegating tasks: Encourage students and co-workers to help you promote the show and complete other Box Office tasks

Cleaning Duties: Keep the Box Office and Lobby in order

Publicity: Give appropriate information to Table Talk, Hendrix Today, and hang posters

Auditions: Greet students with forms and pencils, collecting the forms and distributing them appropriately to director, take photographs of auditioning students.

Cast and Crew: Compose a cast and crew list and e-mail it to everyone Involved.

Programs: prepare acknowledgements and cast/crew list with scholarships and other honors noted.

Showcase: Prepare information about the show and make it aesthetically pleasing.

Reservations: Organize phone, window, and sunporch reservation sheets. Find appropriate seating. Pull and label tickets.

House Report: House Manager should fill out a house report after each show.

Property Master

Responsible for organizing all properties used in our productions. This may include Pulling, borrowing, purchasing or building props as necessary.

In cooperation with Director and the Scene Designer, uses information from the script to create comprehensive lists of properties needed for each production.

With the help of the Stage Manager, organizes the property plot for each production.

Student Technical Director

Works under the guidance of the Technical Director

During the run of the production the Student TD is responsible for completion of a sound, light, and rigging check and repair of any problems before each performance.

The Student Technical Director works with the Stage Manager and the House Manager to assure that the house is ready to open 30 minutes before curtain.

Wardrobe Assistant

Several wardrobe persons are needed per production, working under the supervision of the Costume Designer (CD). They help with fittings, construction of costumes, costume changes during the production, and cleaning the costumes after each show. Wardrobe Assistants should wear clothing in dark tones and dark closed toe shoes during tech week and performances.

Board Operator

Operates the Light Board or Sound Board during rehearsals and performances and programs cues.

Sound and Light Board Operators are required to attend all technical rehearsals and performances as well as any cue setting sessions or dry techs.

For performances, board operators are required to wear nice clothing in dark tones.

Stage Crew

The duties will vary from show-to-show but usually include: preparation of the stage for use at each performance, setting up of stage units, cleaning of the stage-set floor, and setting up the furniture.

It may include operation of the lift/revolve system, slide or scenic projectors, fog and smoke machines and/or other special effects, and any other responsibilities as assigned by the Technical Director.

Stage Crew Members are generally required to wear black clothing including black closed toe shoes during dress rehearsals and performances, except in specific instances when costumes may be provided.

Set and Lights Crew

Build, paint, and install the scenery and light equipment for each show under the supervision of the Technical Director.

Crew members will receive on the job training as needed, including instruction on safe use of all scene shop equipment.

Crew members will not use any of the power tools in the shop until you have received safety instruction—even if you have used a similar tool at home or in another shop.

Crew members must wear proper attire as outlined in the shop safety rules including non-slippery closed toed shoes, clothing that is not excessively loose or baggy, and clothing that can get dirty or stained. Long hair must be tied back.

Props Crew

Build, pull, buy, and borrow props for each show under the supervision of the Property Master and the Technical Director.

Crew members may at times use the scene shop equipment and will receive on the job training as needed, including instruction on safe use of all scene shop equipment.

Crew members will not use any of the power tools in the shop until you have received safety instruction—even if you have used a similar tool at home or in another shop.

Props Crew may be asked to serve as stage crew as well for the run of the show.

Dance Ensemble

Appropriate shoes are required for jazz and ballet.

Clothing should allow for freedom of movement and allow for alignment to be seen.

Each ensemble member will be required to own and use personal wardrobe for performance: one black leotard, black tights, black dance pants, and one nude leotard with appropriate sports bra and dance belt.

Health Requirements: All dancers must be able to fully perform choreography, safely and without fear of physical harm. If an injury occurs, the dancer must provide proper medical documentation to continue performing or the proper understudy will take over the role.

Goals for Ensemble

Use DE for development of artistic skills both technically and choreographically, so the students become aware of themselves as not only dancers, but as artists

Develop dance pieces that attain artistic quality. Encourage collaboration, motivation and inspiration. The piece will be considered for performance based on its artistic quality, creative process and use of technique. The technique can be advanced or pedestrian. Dance styles may vary. Please remember to comply with the academic integrity policy along with artistic integrity.

Develop an engaged atmosphere of dialogue amongst dancers/artists/viewers that utilizes a constructive critical review process to discuss dance. Maintain the proper care of studio floor, mirrors, sound system, and any/all other materials kept in the studio.

Choreographers: Choreographing is optional, but necessary to create a performance concert. Any student interested in choreographing must submit a choreography proposal that contains a description of their artistic vision to DE director by Tuesday, September 8th, 2011. Students must be currently enrolled or have previously completed DANC 325 Choreography or DANC 160 Reading and Writing Dance. Choreographers will collaborate with director, DE members and all technical crew to acquire production elements needed for each individual piece. No choreographer may perform in his or her own piece. A choreography rehearsal schedule will be set once all pieces have been approved for concert by the Theatre Arts and Dance department faculty.

A choreography show case will take place Thursday, December 1st, 2010 to select concert pieces. All choreography must achieve a very high state of completeness by this date.

All ensemble members cast in understudy roles must attend all rehearsals and attain the high level of performance quality needed to take stage in a moment's notice.

The following are responsibilities of all performers and crew members:

Keep up to date on all announcements and schedule changes by regularly checking the call board and your Hendrix e-mail.

Attend all calls on time and ready to work.

Strong theatre companies thrive on cooperation and collaboration. If you have spare time and are interested in helping out in areas other than the one to which you are assigned, don't hesitate to contact the manager in charge of that area.

All actors and crew members are required to attend the Company Strike immediately following the final performance of each run.

If an emergency arises that will cause you to miss a call, telephone your department head at the appropriate number.

Rehearsal Demeanor

Expectations from actors and technicians:

Be early: 10 minutes early is on time. On time is late.

Be prepared: Bring your script and pencil to every rehearsal.

Be appropriate: Wear clothing suitable to your task and keep your hair out of your face.

Be polite: Say please when making requests and say thank you when you receive information or are offered suggestions.

Be respectful: Only the Director, Technical Director, Lighting Designer, Set Designer, Sound Designer, Costumer, and the Stage Manager have the authority to correct problems.

Be there: Please initial the sign-in sheet at every rehearsal and performance.

Be considerate: Do not text or use your cell phone during rehearsals or crew calls.

All absences from rehearsal are considered unexcused unless previously approved by the director and most likely will result in replacing the actor in the production.

Green Room Etiquette

The Green Room is a serious work space.

Therefore, we will:

Remain quiet whenever there is an audience
Dim the lights whenever there is an audience
Listen to music only on personal players with earphones or buds and only before warm-ups
Sit on chairs, not tables or makeup tables
Arrive before call time, prepared to work at call time
Keep the Green Room and dressing rooms neat and orderly by picking up after ourselves
Be polite to one another, and always say please and thank you

We will **NOT**:

Invite anyone who is not a part of the production into the Green Room while we are working
Bring a meal to consume during work time
Expect others to clean up after us
Use the SL Vom door

Costume Policies

The use and care of a production's costumes are essential to the success of each year's season of performances.

Actors:

Fittings: Schedule your time and show up.
Costumes: Do not eat, drink, or smoke while in costume.
Make-up: You are responsible for purchasing your own make-up. Orders will be taken before each production.
Personal Hygiene: Please bathe and wash your face before coming to a dress rehearsal or performance. Deodorant—especially antiperspirant—is your friend. Men: arrive clean-shaven unless your part has required you to grow facial hair.

Theatre Ushers Policies

Any Hendrix student is welcome to serve as an usher for any of the Hendrix Players productions. Typically, an usher will come at 6:45 p.m. on the night of a production (or 1:15 p.m. for a Saturday matinee). Regular ushers are required to stay for one hour unless dismissed earlier by one of the box office managers. Full-show ushers attend the whole performance and watch for audience members who need assistance during the performances.

Important Notes for Ushers:

Ushers must wear **nice clothes**: skirts, dresses, khaki pants, dress pants, and nice shirts. **No jeans** and **no flip-flops**.

Smoking is prohibited in the theatre. Beverages and food items are also not allowed. Ushers need to kindly inform guests of these rules if they are not following them.

Both sets of house doors are to remain closed until the house manager or box office managers approve opening them. When patrons arrive, ushers may hand out programs and seat patrons when productions are ticketed. Always be polite.

Ticket Policies

All productions are free, though some have ticket reservations. For ticketed productions, reservations are strongly encouraged, as Cabe Theatre has limited seating. To check production schedules, go to the Hendrix Theatre website (<http://www.hendrix.edu/theatrearts>). To make reservations, contact the Cabe Theatre Box Office and provide **all** of the following information:

- the name the reservations will be held under;
- the phone number that can be called if there are questions about reservations;
- the number of tickets desired;
- any special needs that need to be met (such as difficulty walking down stairs);
- and the date and time you and your guests will attend.

How to Make Reservations

There are many ways to make ticket reservations:

Sign up in the Sunporch: For Hendrix students, this method is one of the easiest ways. During the week preceding a production, there will be people sitting across from the dining entrance in the SLTC. Clearly print all the necessary information, and your reservation is made.

Go to the Box Office Online Form: Go to the Hendrix Theatre website (<http://www.hendrix.edu/theatrearts>) and click the link on the side labeled "The Box Office Online." Then, fill out all the requested information and click "Submit Form."

Call the Box Office: If you call during regular Box Office hours, someone should answer your call. If you receive the voicemail, however, simply note all the relevant information noted above under **TICKET POLICIES**. The Box Office number is (501) 450-1343.

Walk to the Box Office: If you like to talk to people face to face, feel free to go to the Cabe Theatre Box Office window during regularly scheduled hours. Someone should be around to take your reservation.

General Box Office Information
Telephone Number: (501) 450-1343

Join the Hendrix Players mailing list! Simply call or email the Box Office with your mailing information and request to be on the production schedule mailing list.