



GENERAL SCHOOL OF THEATRE & DANCE **PRODUCTION INFORMATION**

PARTICIPATION IN DEPARTMENTAL PRODUCTIONS

THEATRE

Participation in University Theatre productions is open to all students registered for six hours of undergraduate or three hours of graduate credit at Texas Tech University and the Health Sciences Center. All BA and BFA theatre majors who are performing or stage managing a production may receive one credit hour for this work by enrolling in THA 3105 Rehearsal and Performance Practicum in the semester of the project (even after enrollment period closes). Faculty and staff members of the University may also audition. Under special circumstances, persons not enrolled at the University, such as guest artists, may participate with the approval of the Director of Theatre and the Theatre and Dance Faculty but this should be limited to only absolute need.

DANCE

While auditions for University Dance productions are open to all Texas Tech University students, faculty strongly recommend students register for at least one dance technique class during the semester of the production to assist in physical training and to minimize risk for injury in rehearsal.

One major dance production audition is typically held on the first Friday of classes from 3-5pm in the Creative Movement Studio. Students enrolled in DAN 1100 may be cast in student dance works featured in Fall Dance Festival. Students may also audition for DanceTech, featuring works by both faculty and guest artist(s). Separate auditions are held for Frontier Fest. Audition procedures are as follows:

- The Dance Faculty will organize and supervise the dance auditions, which shall be closed to non-participating individuals.
- The auditions will proceed as follows:
 - a. Dance faculty will facilitate scheduling of rehearsal times at the end of the spring term prior to the following fall semester based around the TTU class schedule. Dance faculty will select their preferred rehearsal times for DanceTech (typically a 2-hour block once or twice a week). Students enrolling in DAN 3100 will request their preferred rehearsal times, and Dance faculty will approve two 2-hour block rehearsals each week. Dance faculty wait for scheduling of all classes before setting rehearsal times.
 - b. All auditionees will fill out an online audition form (for both Fall Dance Festival and DanceTech) prior to Friday auditions.
 - c. All auditionees will learn and perform the same movement material.
 - d. All auditionees will be observed by the same group of choreographers (faculty and students).
 - e. After auditioning, the auditionees will be dismissed and the choreographers will begin the casting process, facilitated by the Dance Faculty.
 - f. The casting meeting for Fall Dance Festival occurs immediately following the in-person auditions. Selection of dancers will proceed in the following order:
 1. DAN 3100 choreographers draw numbers randomly and pick in the order drawn (ex: 1-10, 10-1, etc. until choreographers get the cast they want).
 2. DAN 1100 performers indicate on their audition form the maximum number of works they wish to be cast in (1-4 works). As each performer is cast in a work, we tally the

number of works they chose to be cast in. Once a performer has been cast in the preferred maximum number of works, they are no longer available for casting.

3. DAN 3100 choreographers are strongly urged to cast at least one understudy for their work.

- a. DanceTech will be cast separately, typically via email. Choreographers, with the assistance of the production's Artistic Director, will cast dancers based on their availability for their selected rehearsal and performance time(s), technical skills, and performance quality. The casting process is similar to Fall Dance Festival in terms of adhering to the performer's request for the preferred maximum number of choreographed works they wish to be cast in.
- b. Not all students who audition are guaranteed a role. Students enrolled in DAN 1100 who are not cast in any dances will be required to drop DAN 1100. Those auditioning for DanceTech and Frontier Fest who are not cast in any works will be notified via email.
- c. The Dance Faculty will email the cast lists for both Fall Dance Festival and DanceTech via email separately, as well as post the cast lists following the audition on the Call Board in the Creative Movement Studio. Students should immediately contact the Dance Faculty if they are unavailable for any dance work (Fall Dance Festival/DanceTech/Frontier Fest). Students selected only as understudies have the option to drop out of a work entirely.

SEE UNDERGRADUATE AND GRADUATE HANDBOOKS FOR ADDITIONAL INFORMATION ON PROGRAMMATIC PARTICIPATION REQUIREMENTS

INFORMATION PERTAINING TO PRODUCTION MENTORS

Each student involved in the production process is assigned a mentor from their area. This faculty member has the task of serving as a sounding board for the thoughts and actions of the student, guiding them through the process of choreographing, directing, playwriting, acting, designing, stage managing, etc., while encouraging the highest professionalism and commitment to the craft. The mentor attends production meetings with the students and encourages their charges to reflect on issues and challenges that may have arisen.

Rather than providing answers, the mentor asks many questions that lead the student to consider alternatives and ultimate solutions. The mentor demands high standards of the student but is sympathetic to the challenges that they may face. The mentor encourages the student to study the material deeply, to look for a full and clear articulation of the intention, story, or performance, for example, or to dig for the subtle undertones and meanings of the author's writing or choreographer's movement. The mentor insists that the student be a collaborative member of the production process and keep open the lines of communication to the whole team.

At the same time, the mentor is available for one-on-one discussions concerning any facet of the production. If possible, the mentor should also be present during certain important milestones. Some of these might include the stage manager's mentor attending the first technical rehearsal; the director's mentor attending early, middle and late rehearsals and the preview performance; the costume designer's mentor attending the fittings and dress parade, etc. After the show has closed, the mentor should meet with the student to discuss what the student learned from the process, what worked best, what they might improve, what they would apply to future work, etc. The mentor assures that the learning never stops and serves as a model who always continues to learn.

STUDENT PRODUCTION ASSISTANTS

The Texas Tech University School of Theatre and Dance employs students, with preference given to students on financial aid or federal works study, as Production Assistants in all areas of production (I.e., scenery, properties, lights and sound, and costumes). Production Assistants must be enrolled as full-time students in good standing at Texas Tech University and demonstrate competency for the position they desire. The Technical Director trains and supervises all Scene Studio technical Production Assistants. The Costume Studio Supervisor, faculty, or GPTIs train and supervise the Costume Studio technical Production Assistants. Production Assistants are paid approximately every two weeks as per the regular University schedule.

Procedures for Applying for a Student Production Assistantship in Theatre

1. The applicant will complete the “[Application Form for Production Assistantship](#)” form kept on file with the supervisor of the position being staffed.
2. Interviews will be arranged between the applicant and the position's supervisor.
3. The supervisor will notify the applicant of the decision concerning their employment, depending on available funds from the school.

THE CALL BOARD

The Maedgen Theatre **callboard** is located on the west side of the building in the hall adjacent to the Black Box Greenroom. The CMS callboard is located in the CMS student lounge.

All public postings should comply with University OP 61.03 on public postings. General announcements concerning School activities, production and academic, which are of interest to students, faculty, and staff, may be posted on the callboard in their appropriate area. Only School-, College-, and University-approved university activities or notices may be posted on Theatre or Dance Callboards or public surfaces. Unauthorized postings will be removed immediately. Postings not allowed include, but are not limited to, those advertising parties, trips, or other events not sponsored by the School, College, or University.

All production-related information (including cast lists, rehearsal schedules, and fitting schedules), in the interest of preserving FERPA compliance, will be provided by digital delivery.