
FLORIDA ATLANTIC UNIVERSITY
THEATRE ARTS**SUMMER REPERTORY THEATRE**
Graduate Information Pamphlet**OVERVIEW:**

One of the goals for summer production is to provide an environment that replicates a summer stock type experience. To accomplish this experience, we are moving towards some new policies and procedures to provide a realistic commercial experience for you, while still operating within the environment of an academic institution.

The entire summer experience is divided into three major components. This differs somewhat from an entirely commercial enterprise where you are paid a flat rate for designing or performing in a production. During the summer there is the assistantship portion—the part that pays you, your class portion—the part that grades you, and the design or performance portion—the part that you live for.

CREDIT HOURS FOR SUMMER REPERTORY THEATRE

You have signed up for six credit hours of Summer Repertory Theatre. These hours are graded upon your overall performance during the summer. You are not graded upon your Design or Performance skills directly in this class. Rather, you are graded upon how you performed your assigned duties and how you comport yourself during the summer in instructing undergraduate students, assisting faculty and staff in mounting productions, and your participation in the creation of the summer theatre program.

ASSISTANTSHIP HOURS DURING SUMMER REPERTORY THEATRE:

During the summer hours, you are expected to complete 35 hours per week of work. You will need to submit a calendar showing when you plan to work. You may only work when the shop has posted open hours, 9:30 AM to 5:30 PM. See the hours sign up sheet for specifics.

At the discretion of the Shop Manager or Technical Director, Graduate students may be assigned purchasing responsibilities that will take you off campus. It is preferred that you use the University vehicle, as reimbursement for gas and mileage is very difficult to do with personal vehicles. You will need to check out the vehicle with the Technical Director.

Graduate students who are performing in shows are eligible for hour reductions in their schedules. Being cast in one or two productions will reduce your hours by 17.5 hours per week.

If you are not working full time (35 hours per week), you will be expected to continue your assistantship hours through the remainder of Summer Repertory Theatre (Typically 2-3 hours per week) in the box office, as a show carpenter, or as wardrobe assistance.

DESIGNING FOR SUMMER REPERTORY THEATRE:

Following the philosophy of the academic year, design opportunities are above and beyond any required assistantship hours or class credit. You will be expected to complete all design work outside of classroom time and assistantship hours.

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In many summer stock environments, the Technical Director functions as the practical liaison between the business managers and staff of the theatre until your arrival. After your arrival, they are frequently your liaison to the business manager. You will be expected to submit to the Technical Director all paperwork and other materials for the theatre as outlined on the deadlines calendar.

Each design has a final deadline with specific materials that are required on the day that they are due. See the design information page for specifics of what will be due, and on what dates. Carefully note the design deadlines, and design meetings that are available. You should discuss questions about design with your area mentor, and financial or scheduling questions with the Technical Director.

For finances, you will be given a specific budget for your production. This number is the *maximum* amount you may spend. We ask that you try to save 7%-10% from this budget to return to the theatre at the end of the show. If you need more money to complete your project (above 1%), you will need to plan on creating a presentation that you will show to the Technical Director, and then the Board of Directors as to why you need more funding. Budget wisely, because the board is very stingy with granting more money.

You will also be expected to attend all production meetings that are called by the Technical Director in relation to this production, as well as rehearsals that are necessary to gather information about the production, and all technical rehearsals as required by the Technical Director.

PERFORMANCE FOR SUMMER REPERTORY THEATRE

Your experience during the summer is geared towards providing you with a type of experience you would receive from many apprentice or internship type programs. These programs typically involve rehearsals during the morning and evening, and working in the afternoon.

The summer experience at FAU is a little different, you are expected to work in the mornings, and rehearse in the afternoons and evenings. This affords the opportunity to rehearse any show that you may be cast in, however a reduction in the total assistantship hours that you will be working. To Make up these assistantship hours, you are expected to continue working assistantship hours through the end of the season, as outlined in the assistantship hour's portion.

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EACH DESIGNER IS TO SUBMIT BY THEIR DEADLINE:

Costumes:

1. Design costume summary
2. Costume plot listing (form COS-PLOT)
 - a. All pieces
 - b. Accessories
 - c. Changes
3. Preliminary list of any general or special supplies needed prior to the beginning of construction (form COS-ORDER)
4. Initial budget (form BUD-PRLM)
5. Rough costume sketches
6. Breakdown of costume sources (form COS-BUILD)

Scenery

1. Design scenery summary
2. Properties plot listing (form SCN-PRPT)
 - a. Hand properties
 - b. Set properties
 - c. Dress properties
 - d. Detail special or hard to locate properties
3. Preliminary list of special supplies needed to complete the production prior to the beginning of construction (form
4. Initial budget (form BUD-PRLM)
5. Completed rendering or model
6. Completed Ground plan, section, and elevations
7. Completed painter's elevations

Lighting

1. Design lighting summary
2. Lighting paperwork including:
 - a. Instrument schedule (form LGT-SCH)
 - b. Dimmer hookup (form LGT-DIM)
 - c. Gel cut list (form LGT-GEL)
 - d. Cue list (form LGT-CUE)
3. Initial budget (form BUD-PRLM)
4. Completed light plot and elevations as necessary.

All forms are available at <http://www.fau.edu/~shorrock>