WELCOME to the UNCW Department of Theatre!
This manual lays out the basic expectations and guidelines for our work together in the UNCW Department of Theatre. In this 2014/2015 version of the Dept. Manual, we have refined and updated past manuals to include only guidelines that are most important for our work together – rehearsal times, strike expectations, space use/reservations, auditioning, working on theatre/film off campus, and more. For answers to many other questions, and important forms, students should consult the UNCW Department of Theatre website.

Our department is in a time of rapid growth, and changes to our curriculum and production program. We will edit this Department Manual as necessary during this year, and at the start of each academic year. We will always let you know via e-mail when we have adopted new guidelines.

We look forward to collaborating with you in this exciting time for the UNCW Department of Theatre.

- UNCW Department of Theatre Faculty/Staff
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Miscellaneous Phone Numbers/Web Sites:
Theatre Website http://www.uncw.edu/theatre  
Theatre Fax Number 910-962-2110  
Theatre Ticket Hotline 910-962-2793

UNCW 910-962-3000  
Campus Police 910-962-3184  
Emergency 910-962-4911

Kenan Auditorium:  
Administration 910-962-3218  
Backstage 910-962-3447  
Box Office 910-962-3500
GENERAL INFORMATION

CULTURAL ARTS BUILDING SPACES

The Mainstage Theatre is a 290 seat main stage Proscenium Theatre is equipped with a balcony, fully rigged fly system including trussing and hoist motors, control booths with industry standard technology and equipment systems.

The Blackbox (SRO) Theatre is a flexible Black box theatre that offers a wide variety of seating arrangements for productions as part of regular season and student-driven productions. The Theatre is equipped with industry standard technology and equipment systems.

The Costume Shop is equipped with current, industry standard equipment employed in professional costume fabrication studios.

The Scene Shop is equipped with current, industry standard equipment employed in professional scenery fabrication studios.

The Computer Classroom is a Mac-based (with bootcamp) lab and is shared with the Department of Music and the Department of Art and Art History. Software includes computer-aided drafting programs (Vectorworks and AutoCAD), audio engineering software (ProTools and Sound Forge), and the Adobe Creative Suite.

The Performance Studio I is a large acting/movement studio equipped with a sprung floor, mirrors and a sound system.

The Performance Studio II doubles as a production green room and rehearsal studio.

COURSES OF STUDY

Majors:
We offer a B.A. degree in Theatre which requires 43 credits, including 16 credits of core courses taken by all majors, and an additional 27 credits in one of three areas of concentration:

- Performance
- Production Design and Technology
- Customized

Please see the Theatre webpage for a complete list of requirements for Theatre majors:
http://www.un cw.edu/theatre/Academics/curriculum.html

Students with a GPA under 2.0 in the prior semester may be prohibited from participating in departmental productions.

Minors:
Please see the Theatre webpage for a complete list of requirements for Theatre minors:
http://www.un cw.edu/theatre/minors.html

PERFORMANCE REQUIREMENT
To graduate with a Theatre degree, every Performance Option student must perform in one departmental production, or act in the Student Lab Series. Prior work (to matriculation at UNCW) onstage will not count toward this requirement. Performance Requirement Form must be filled out and submitted to Administrative Associate to fulfill this requirement.
ADVISORS

Each theatre major is assigned an academic advisor when declaring a major in theatre. You are required to see your advisor twice a year for pre-registration, but he or she is available as needed during the year as you have questions about degree or university studies requirements or issues related to your university experience. Faculty members can be reached by appointment or during posted office hours.

You are ultimately responsible for planning your progress through your studies. To that end, you are expected to bring a degree audit (DARS) available through Seaport and a possible list for the classes you would like to take in the upcoming semester. The advising process follows the following steps:

1. **Schedule** a meeting with your advisor.
2. Bring your **list of classes** and **degree audit** to the meeting. In the meeting, your advisor will assist you on selecting elective or required classes to fulfill the theatre major.
3. Your advisor will provide a **pin number and schedule** to access SEANET to register for the upcoming semester.

DEPARTMENT OF THEATRE CALL BOARD

The call board is located in the CAB, on the first floor, just outside of the Performance Studio II/Green Room. All important information pertaining to the Department of Theatre will be posted on the call board, including: audition notices, cast lists, production information, crew assignments, and lab schedules. All Theatre students should check the call board regularly. **Personal notices, flyers, etc., may not be placed on the call board.** Bulletin boards pertaining to internships, graduate programs, auditions, and design/tech internships, and other theatre-related information are located in other areas around the building.

GENERAL THEATRE POLICIES

AUDITIONS - CASTING/ROLE ACCEPTANCE

1. **WHO?** Audition notices for all productions will be posted on the Theatre Call Board at least one week prior to auditions. Additional notices may be posted around campus.

2. **WHEN?** Department of Theatre auditions are commonly held at the beginning of each semester. Separate auditions are held for each production. Auditions for some productions may be held later in the semester.

3. **PREPARING** – For some productions, sides and/or scripts will be available to checkout in the Theatre Office prior to auditions. Student ID’s will be held to insure the safe and timely return of the sides/scripts.

4. Call back **notices** or cast lists will be posted on the callboard as soon as possible following auditions.

5. **Actors signify acceptance of a role** by signing the cast list. In rare circumstances involving health or other emergencies, an auditioner might not be able to accept a role after being cast. In these cases, students are required to speak with the director **AND** departmental chair immediately.

6. **Audition Practice** - Students who do not wish to be cast but would like to gain experience auditioning are invited to attend auditions but must inform the director of their intentions before auditioning.

7. Cast members and designers are provided with scripts, and will be charged for replacement copies.
REHEARSALS

1. Department rehearsals can be no longer than four hours beginning no earlier than 6 pm and ending no later than 11 pm Monday through Thursday (excluding holidays) and possibly Friday, depending on director’s preference. Weekend rehearsals are no longer than four hours on either Saturday OR Sunday. Typical rehearsal schedules are six weeks; some are extended due to production needs.

2. Technical rehearsals are scheduled for a full day (a “10 out of 12” rehearsal day) must include a one hour lunch break and, if necessary, a one hour dinner break.

3. Cast/Crew may be called as early as two hours prior to the start of a tech or dress rehearsal, or performance.

4. Rehearsal schedules must be submitted to the production manager and departmental chair at the beginning of production. The entire rehearsal schedule will be posted at auditions.

5. With the intent to encourage majors to attend opening night, rehearsal schedules will not conflict with departmental openings.

ATTENDANCE – REHEARSALS AND PERFORMANCES

1. Cast and crew must attend every rehearsal for which they are called. Failure to arrive for a rehearsal or performance may result in automatic course failure and immediate replacement.

2. Cast and crew must be on time for every rehearsal and performance for which they are called. Repeated lateness will result in a reduction of final grade, potential removal from the cast or crew, and/or exclusion from future productions.

3. Students will not accept roles or assignments if they are aware of conflicts with rehearsal schedules, especially during tech week and performance dates. Conflicts with any portion of a rehearsal or performance schedule must be listed on the audition form or at the initiation of the tech assignment. Listing a conflict does not guarantee that it will be allowed. Casting decisions may hinge on listed conflicts. Conflicts arising after accepting a cast or crew role are not likely to be honored.

ATTENDANCE - LAB/WORK CALLS

Each professor/instructor will determine an attendance policy for labs and practicums they supervise. Each studio class offered in the theatre program requires students to complete lab hours during the semester or serve on the running crew for at least one show. These classes include: THR 110: Stagecraft, THR 241: Painting/Properties Studio, THR 242: Tech. Production Studio, THR 243: Costume/Makeup Studio

STRIKE

1. The strike crew will consist of the production’s cast and crew.

2. The strike crew will be dismissed by the technical director at the completion of strike. Students will be asked to sign out before leaving the facility. Students failing to sign out will be subject to a grade reduction or departmental action. Signing out for others will be subject to UNCW disciplinary action.
3. Strike for all productions will follow immediately after the final performance.

WORK OUTSIDE OF DEPARTMENT
1. All students wishing to work on theatre/film projects outside of the department during the academic year must submit a Theatre Department Extra Curricular Theatre + Film form and consult with their advisor.

2. Note: We hold our productions to academic standards for our training. We seek in our productions to reinforce the training that students receive in our coursework; whereas, work in other theatres may not provide that valuable opportunity. Students should carefully weigh and seek advice on working outside of the department during the academic year, considering such topics as resumes, references, and time concerns.

CLASSROOM/REHEARSAL/PERFORMANCE SPACES
1. Spaces must be restored to “neutral” after every use. This includes returning all chairs, desks, cubes, and other materials to their proper spaces. Trash must be removed and spaces locked after use.

2. Performances spaces are reserved for classes and technical work from 8:00 a.m. to 5:00 p.m. Monday through Friday. Class schedules are posted outside each classroom, shop, or studio.

3. Performance spaces in CAB are reserved for Department of Theatre rehearsals from 5:00 p.m. until 11:00 p.m. Monday through Friday. They are reserved for technical/dress rehearsals and performances the Friday before opening night through strike.

4. Work for Dept. of Theatre productions takes precedence over other productions and projects.

5. Students must sign up with Department of Theatre Administrative Associate, Sue Wilder to use available spaces for class or production-related rehearsals/meetings.

6. Students must obtain written permission from faculty or staff to be given access to the theatres during weekends and university holidays.

7. Students may not rehearse in the theatres during production runs.

AFTER-HOURS ACCESS
Buildings on the UNCW campus are locked at 10 p.m. Students may use the card swipe at the CAB academic wing door.

1. Students are not given access to the theatres between 12:00 a.m. (midnight) and 7:00 a.m.

2. Students are not given access to the costume shop, the scene shop, and the light and sound storage room without a faculty or staff supervisor present or written permission.

3. Students may not prop open doors to the CAB building after hours, weekends or university holidays or any locked building or room that is left unoccupied. Doing so will result in loss of access privileges.

4. Unauthorized students found in rooms or buildings that are accessible after hours by written permission only will be subject to disciplinary action by the department.
5. Students found with unauthorized university keys will be reported to Univ. Police and may be prosecuted.

STAGE MANAGERS
1. Students may not stage manage more than one production at a time.

2. Stage managers must adhere to the Department’s Stage Manager’s Handbook.

COMPLIMENTARY TICKETS AND VOUCHERS
1. Cast and Crew are allotted a maximum of two complimentary vouchers per show. Vouchers must be turned in at the box office to receive a complimentary ticket.

2. Majors receive one free ticket for each Department of Theatre production, and must attain a voucher in advance from the Departmental office. The voucher is exchanged at the box office for the ticket.

3. 15 minutes prior to curtain, unclaimed complimentary and reserved tickets will be for sale.

COSTUME AND MAKEUP
1. The cast is responsible for the immediate care of their costumes. Costumes must be hung up in the dressing room after every dress rehearsal and performance.

2. The cast must report damage or needed repairs to the costume crew member on duty as soon as possible or at the end of dress rehearsals or performances.

3. Cast members may not eat, drink, or smoke while offstage in costume. The costume designer may amend this policy to allow the drinking of water while offstage in costume.

4. Cast members are responsible for providing basic makeup. We will provide specialty makeup.

5. Cast members are responsible for cleaning/tidying dressing areas after rehearsals and performances.

FOOD AND DRINK
1. Except for water in covered containers, food/drink are not allowed in the theatres, or computer classroom.

2. Food/drink are allowed in the costume shop only with permission of costume designer or shop supervisor.

SAFETY
1. Students will not be asked to perform unsafe tasks and will not be forced to perform tasks with which they are not comfortable. Students must report any unsafe working conditions immediately to faculty or staff.

2. Students must report injuries immediately, no matter how minor, to the immediate faculty or staff supervisor, followed by the Theatre Dept. Chair.

3. Students are expected to follow established rules in all shops and during all work calls.

STOLEN/LOST PROPERTY
The department is not responsible for items stolen or lost from dressing rooms, theatres, or other areas, secured or
unsecured. Items turned into the department office will be held until the end of the academic year.

SMOKING AND SMOKLESS TOBACCO
1. The department adheres to the University's published No Smoking Policy, which prohibits smoking in all UNCW buildings with the exception of the residence halls.

2. Permission must be obtained to smoke during any production. And justification must be provided in writing as to why e-cigarettes are not acceptable as a substitution.

3. Smokeless tobacco may not be used during classes, rehearsals, lab or work calls.

ALCOHOL AND CONTROLLED SUBSTANCES
The department adheres to the university policy on alcohol and illegal drugs as found in the UNCW Code of Student Life, Section VIII, with the addition of the following:

Any student known to be under the influence of alcohol and/or controlled substances during a class, rehearsal, lab/work call or performance will be:

a. removed from class, rehearsal, lab/work call or performance, in the case of alcohol
b. removed from the cast or crew
c. subject to departmental disciplinary action, resulting in final grade reduction, course failure, and/or barring from future auditions/assignments, and turned over to Univ. Police, in the case of controlled substances

PARKING
Students, faculty and staff must follow all UNCW parking policies.
Website: www.uncw.edu/ba/parking_trans/ Email: auxiliary@uncw.edu Phone: 910-962-3178

STUDENT PRODUCTIONS

The guiding principle of this production is to create theatre that is creatively rich in a low-tech environment.
Directors of Lab Series productions must be Theatre Majors. The Faculty advisor for the Lab Series is Ed Wagenseller. Approval of equipment/material use will be given by the appropriate faculty member. (Lydy, Sorensen, Buck).

Rehearsal /Production Procedures:
Lab Series productions will follow the departmental procedures and schedules as outlined above. As the SRO is a high demand classroom space, we will be following a strict regimen for restoring the space at the end of each rehearsal and performance. All rehearsals must be booked through Sue Wilder.

1. Each rehearsal + performance must be followed by the standard Theatre Dept. rehearsal or performance report, e-mailed to Profs. Belser, Lydy, Wagenseller, Sorensen, Buck, and Sue Wilder.

2. The entire production will have a budget of $250. Students may not add to the production budget through personal expense. The intent is for students to learn to create great work within budget limitations.

3. Anything (materials, equipment) brought into the building must have faculty approval.

Student Lab Series Equipment and materials use policy:
1. No consumable materials are available for use. This includes, but isn’t limited to the following items: tape, fabric, lumber (new or repurposed), hardware, paint or notions.
2. **Shop equipment/tools** are unavailable for use outside of normal hours of operation, or when the faculty supervisor for that area is not present. Equipment usage is at discretion of each specific area faculty member.

3. Request for **use of the scene shop** will be made one week prior to the anticipated work call to the faculty Technical Director. Requests will be accompanied with; the student supervisor(s) contact information, activities to be accomplished and equipment required. No access is permitted to the scene shop after hours or on weekends. This includes as a pass through to the Mainstage mid rails, catwalks, grid, prop room or loading zone.

4. All **equipment and tools borrowed** must be returned to its proper storage place prior to the end of each shop’s work day. All areas must be swept and all trash removed from the building.

5. Productions will be allotted, when available and deemed appropriate by the faculty Technical Director, a total of **192 sq. ft. of stock flats** for production use. Determination of loan is dependent on a complete design package.

6. Productions will be allotted, when available and deemed appropriate by the faculty Technical Director, a total of **128 sq. ft. of stock platforms** for production use. Determination of loan is dependent on a complete design package.

7. Productions will be allotted, when available and deemed appropriate by the faculty Costume Designer **minimal use of costumes and accessories** from costume storage. No permanent alterations including cutting, dyeing, or distressing may be done to any costume. All costumes and accessories will need to be cleaned and restocked within 5 days of the end of the production.

8. **Audience risers** are unavailable for Student Lab Series productions. Audience seating requests should be made and coordinated through the Office of the Department Chair.

9. The **house sound system** is unavailable. A portable sound system may be available upon request. This system will consist of a powered mixer board, two speakers, and play back source (CD Player). No auxiliary items may be added without prior consent of the faculty Technical Director. The system may not be adjusted or altered without prior consent of the faculty Technical Director. This system will be available the week prior to opening.

10. All departmental **equipment and supplies must be returned** before the close of the first business day following the final performance.

11. **Lighting.** Student Lab Series productions are responsible for securing their own lighting designers and/or board operators who must be approved of by the Lighting Design professor. A repertory light plot will be provided and preprogrammed into the operating console. Lights may be refocused, but they must be refocused after the production. A small inventory of light fixtures (up to 4 instruments if the season production needs allow) can be used as “specials.” Specials must be struck and restored to their storage position after the production. Precut gel may be used, but it must not be recut. Gobos may be used, but priority for both gel and gobos goes with season production. The Lighting Design professor must give approval for gobos. **Projection equipment** is not available for Student Lab Series productions.

12. **Props** may be used but are at the discretion and approval of the Scenic Design Professor, and a meeting to discuss usage of entire selection must be arranged. All season productions have priority.
13. Publicity, Box Office and Programs - It is the producer and director's responsibility to determine and execute the publicity and program requirements of the production within the allocated budget.

CREWS AND CREW ORGANIZATION

PREPARATION AND RUNNING CREWS
Preparation (or prep) crews are responsible for the construction of the scenery, the hanging of lights, the building of costumes, and the securing of props. Their job ends when the show opens. Running crews are responsible for the production from the first technical rehearsal through strike. They operate the light and sound boards, are props and costume masters, act as stagehand, etc. The prep and running crews also serves along with the cast as the strike crew. All crews are composed of students enrolled in THR 110, 241, 242, 243, and 306.

PREP CREWS
Construction Crew - construct sets, scenery, and sometimes furniture used by Department of Theatre. Students work during assigned lab hours, usually three to six hours a week.
Electrics Crew - hang and focus the lights and rigs the sound equipment used by Department of Theatre. Students work during assigned lab hours, usually three hours a week.
Properties and Painting Crew - gather the rehearsal and performance props and furniture.
Costume Crew - build the costumes.

RUNNING CREWS
Stage Crew - shift sets (scenery and furniture) during a production.
Props Crew - execute the placement and movement of props during a production.
Costume Crew - maintain the costumes used in a production, and assists actors with changes where needed.
Light Board Operator - executes lighting changes and maintains the lighting equipment during a production.
Sound Board Operator - executes the sound design and maintains the sound equipment during a production.
Fly Operators - change sets and scenery using a counterbalanced fly system.
Miscellaneous Crews and Operators - such as video or slide projector operators, may be assigned as needed.

CREW HEADS
Prep and running crews are headed by a student crew head supervised by a faculty member. At times, the crew heads are paid positions.

STUDENT EMPLOYMENT
Students may be employed by the department as part of the UNCW work-study program. Student employment is available in two forms: work study and work assistant. Students who are versatile and able to work a variety of tasks are especially welcome.

You must be approved for the federal work study program through the Financial Aid Office in order to apply for the Department's work study opening. For specific information about Work Study, go to: