

Welcome To Longwood Theatre

Compiled in the next few pages are The Basics. The bits of information provided are not Longwood production related but rather important facts about the way the Theatre program operates, our expectations of the students and contact information.

The Theatre faculty and staff are committed to helping you gain eventual access to employment and to competitive graduate schools throughout the nation. Remember that there is a vast difference between the “idea” of being a theatre major and the “reality” of the enormous demands required by our profession.

So, for the next four years we will consistently address these three fundamental issues:

- Academic success
- Development of your artistic talents in the areas of performance, design, technology, and management.
- Demonstration of professional standards

Again, welcome to Longwood Theatre. We look forward to working with you during the next four years.

Sincerely,

Pam Arkin
Cecelia Culler
Eric Koger
Gene Muto
Melissa Panzarello
Ronda Scarrow
Bruce Speas
Heather Swank

Mission Statement

In order to provide a cohesive body of knowledge in the various fields of performance art, the Theatre Program at Longwood is committed to excellence in teaching, advancement of knowledge, and cultural enrichment. To this end, the Program offers two programs of study: Traditional Liberal Arts Studies in Theatre and Pre-professional Training for Theatre Practitioners.

Contact Information**Faculty and Staff Directory**Pamela Arkin

- Acting
- Voice & Movement
- Creative Dramatics
- Theatre Education

arkinp@longwood.edu
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CCST 319

Cecelia Culler

- Department Secretary

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(434) 395-2643
CCST 307

Eric A. Koger - Theatre Coordinator

- Scenic & Lighting Design
- Scene Painting
- Technical Theatre
- Stage Management

kogerea@longwood.edu
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CCST 308

Gene Muto

- Directing
- Acting
- Theatre History
- Dramatic Literature
- Theatre Aesthetics

mutoet@longwood.edu
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CCST 325

Melissa Panzarello

- Costume Design
- Costume Technology
- Makeup
- Stage Properties

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(434) 395-2470
CCST 314

Ronda Scarrow

- Integrated Arts

scarrowrl@longwood.edu
(434) 395-2761
CCST 323

Bruce Speas

- Issues to Theatre

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CCST 321

Heather Swank

- Box Office Manager

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(434) 395-2474
CCST 103

More Theatre Numbers:

Box Office: (434) 395-2474
Fax Number: (434) 395-2680
Scene Shop: (434) 395-2644

Emergency Information

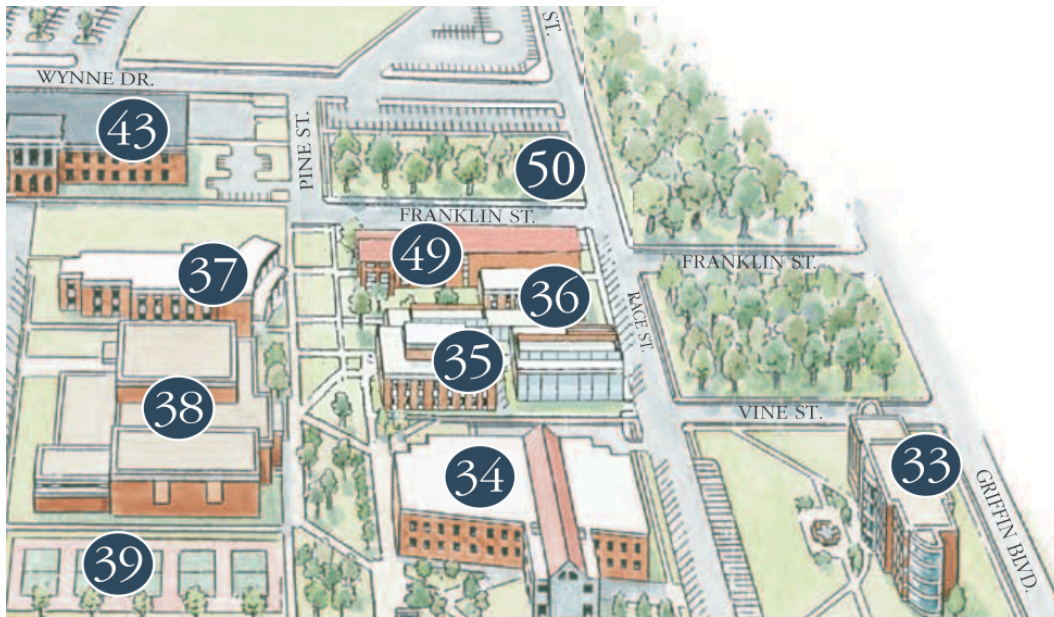
Call 911 immediately
Evaluate the situation.
If an emergency occurs during a performance or rehearsal inform stage management immediately.

Campus Police
(434) 395-2398

Southside Community Hospital
800 Oak St, Farmville, VA
(434) 392-8811

Theatre Address (#49 below)

Northeast corner of Franklin and Race streets



Map Key:

- 49 Center for Communication Studies and Theatre (CCST)
- 43 Health and Fitness Center
- 38 Willett Hall
- 37 Hull Education Center
- 36 Bedford Hall (Art)
- 35 Wygal Hall (Music)
- 34 Greenwood Library

Policies and Procedures

Professionalism in the Theatre Program

The following is a guideline of expectations that will continue to ensure the highest quality of training and the most gratifying experience for you, as well as help our department and productions grow professionally. These guidelines should be applied to classes, rehearsals, work calls, acting, working backstage, and every other area of the department.

- Be on time
- Watch and listen
- Focus
- Be prepared (Do your homework)
- Manage your time wisely
- Check in with professors
- Take care of yourself
- Respect each other
- Do your own job
- Ask questions
- Plan ahead
- Be responsible
- Communicate

If you have any questions regarding the above guidelines, please speak to a professor. Above all else, enjoy yourself! All of your hard work and discipline will help to make this department one of which we can all be justifiably proud.

Box Office - Complimentary Tickets

One (1) complimentary ticket per production will be available for each theatre major and those with their name in the program - cast members and production crew members.

- One comp ticket per person per production.

Comp tickets must be arranged during regular Box office Hours- noon to 5 p.m., Wednesday thru Friday- and comp tickets must be done in advance, at least by Wednesday prior to opening night. If the public demand for tickets is great, there could be a limit on how many comp tickets are issued. The actual person who is eligible for a comp ticket must physically request and sign for the ticket, in addition to showing Longwood ID.

- No exchanges on comp tickets.
- No tickets held without payment.
- Tickets must be purchased and paid for in advance, but seating is first-come, first served.
- Show starts promptly.
- No late admission.

For more information, <http://www.longwood.edu/commstudies/theatre/18642.htm>

The Callboard

The callboard is a bulletin board located in the back hallway by the scene shop and green room. The callboard helps facilitate communication within the Theatre program. Theatre students are responsible for the information posted. It is the student’s responsibility to check the callboard every day.

Callboard Areas

<u>left</u> Mainstage Rehearsal schedules Contact sheet Work calls	<u>center</u> Other Theatre Events LAB Alpha Psi	<u>right</u> Faculty and Staff General Information Workstudy Scene shop Box office VTA
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<u>by greenroom</u> Internship opportunities Graduate programs Professional jobs

Majors/Minors meetings

These meetings allow for the dissemination of important information concerning coming events, policy changes and other vital topics crucial to the success of the theatre students. Notification of upcoming Majors/Minors meetings will be sent to your Longwood email address. In addition, it may be posted on the callboard. The Majors/Minors meetings are mandatory. Attendance will be taken.

THEA 492 Internship

Every Longwood University student must participate in an Internship to fulfill the General Education Goal 14 (was Goal15). More information and specifics about the THEA 492 Internship can be found at the following link on the Longwood Theatre website. <http://www.longwood.edu/commstudiestheatre/18625.htm>

How do I get an internship?

The best way to pursue an internship is to attend the Southeastern Theatre Conference (SETC) in March. At this conference there will be a job fair. Students bring their portfolios and resumes and present them to prospective employers over three days. Performers will be assigned a number and an audition slot will be provided. Representatives from the hiring companies will be observers at the auditions. If a company calls an actor back, there could be a follow-up audition or interview.

Performers must first pass through the state audition, which is held at the Virginia Theatre Association Conference (VTA) in late October/early November. A panel of theatre professionals watches as you are given an allotted amount of time to perform. You will be notified as to whether they feel you are prepared enough to be allowed to go to SETC.

Another option at SETC is the actor/tech walk-through. You are assigned a number and given 30 seconds to sell yourself as both an actor/dancer/musician and as a technician. This option does not require the VTA pre-audition.

THEA 104 Production /Performance – 1 credit

This practicum course provides the students the opportunity to earn academic credit for their participation in departmental productions. These courses are open to all students at the university.

How do I register for a practicum?

Practicum courses are a required part of the Theatre curriculum. When involved with a production in any capacity, you may receive credit for THEA 104. BA students must earn 6 credits and BFA-Tech students must earn 2 credits and BFA-performance students must earn 3 credits. It is the student's responsibility to enroll in one section per semester until their requirements are completed. Seniors cannot take THEA 104.

Production Responsibility

All students in the program are expected to participate actively in productions. This may include performing and/or technical assistance. Auditions, though not required of all students, are expected. Students with scholarships, or enrolled in THEA 104 and BFA Performance candidates must audition.

Off Campus Productions

The Department of Theatre strives to achieve excellence in its training of students and through its productions. Intrinsic to this expectation of quality and professionalism is the need for consistent presence and participation of students both in classroom activities and production assignments. An additional concern is maintaining the integrity of the program both on campus and through how it is represented off campus. While the Department encourages students to participate and experience theatre at all levels, it does so by also keeping the best interest of the student and program in mind. Students who wish to participate in off campus theatre activities should do so only after meeting with their Theatre Department advisor.

Virginia Theatre Association (VTA)

In late October/early November, Longwood Theatre hosts VTA, a high school theatre festival. Over a long weekend, hundreds of high school students from 30 or more schools perform 45-minute productions. Longwood Theatre students are given the task of managing the performance venues. We typically take 2 stage managers, 2 light board operators, 2 sound board operators, 2 assistant stage managers and a festival manager and an assistant. In addition 2 or 3 students are taken as Longwood ambassadors serving as public relations, with the task of recruiting new students. All Longwood students taken will receive a stipend for their assistance.

How do I get chosen?

There will be a sign-up sheet posted on the callboard the 2nd week of the Fall semester. Eric Koger, as the Technical Coordinator for the festival must assess the list of names.

There are at least 12 positions available, 6 will be upperclassmen and 6 will be freshmen. The upperclassmen are chosen based upon their expertise in crew head positions that need filled. Freshmen are chosen based upon their presence/promise and professionalism in the department over the first month of school. The list of students going to VTA will be posted in late September.

Student Access and Use of Space

The facility is open to students during general business hours. Entry into various classrooms and storage rooms may be obtained by speaking to one of the faculty or staff members of the Theatre Program. No late night access will be granted without special permission and/or faculty/staff representation (for instance, work calls). Any project work that requires the scene shop or the costume shop will need to be scheduled during normal business hours and faculty approval.

Stage management for the Mainstage and Lab productions will be granted special ID card access that will unlock the main building doors only. The request must be submitted to the departmental secretary two weeks before auditions. Special arrangements for props and costume storage will have to be made prior to usage. Photocopies (all of which must be approved) will also need to be accomplished during the day, not during rehearsal.

How do I produce a show in the LAB theatre?

The process must start with a production proposal application. The application must be fully completed prior to submission to the Theatre Coordinator. Partially filled applications will not be accepted. The Theatre faculty will discuss the merit of the proposal based upon several criteria.

Is the time slot available?

Are the involved students academically prepared?

Is the material appropriate?

Are the resources available? (students, equipment, etc.)

If the faculty deems the project acceptable, each faculty member will sign the application. Notification will be given to the contact person as to the final decision.

Do I need to book a space for an impromptu rehearsal for class?

No. It is expected that open spaces that do not contain classes should be used to prepare class work. The scene shop takes precedence in the afternoon hours in the Mainstage theatre. The sharing of a space is also acceptable if mutually agreed upon.

The Facility

You must take responsibility in ensuring that our facility is maintained and kept clean. If you come across a mess in a room, take initiative and clean it up. Areas that will need extra care are, the greenroom, the computer lab, the Mainstage Theatre and the LAB Theatre.

Mainstage Theatre Room 106

The Mainstage is a 55' wide by 45' deep fully flexible "blackbox" theatre. Various seating configurations will yield a house of 75-125 seats. The space is luxuriously equipped with computerized lighting and a digital sound system. Upper catwalks serve as technical mezzanines and lighting storage. Handicapped seating is available. When working in the Mainstage you agree to abide by the Scene Shop and Stage Safety Rules.

Lab Theatre Room 101

The Lab Theatre is a flexible "blackbox" performance space. It serves as a classroom, rehearsal space, and an "Underground" performance area. These "Underground" performances provide opportunities for students to produce their own productions, from playwriting to directing to design and management. When working in the LAB you agree to abide by the Scene Shop and Stage Safety Rules.

Scene Shop Room 121

The spacious and well-lit shop is equipped with the necessary tools and equipment needed to build a production. Many of the technical theatre courses will use this space for both projects and production work. When working in the shop you agree to abide by the Scene Shop and Stage Safety Rules.

Computer Lab Room 202

This lab is fully equipped with Apple G5 computers and large screen monitors. The software package includes Final Cut, the Adobe Suite and Vectorworks. Access to the lab will be granted to all Communication Studies and Theatre students. You must swipe your ID card to enter. Each student entering the lab should swipe his or her cards for safety purposes.

Drafting Lab Room 302

Students enrolled in costume, scenic or lighting design classes will have the opportunity to work in this spacious studio and admire the breathtaking view of Brock Commons. The space is equipped with traditional drafting tables with parallel rules and a blueprint machine. A camera in the ceiling captures, enlarges and projects all the instructional activities shown on the instructors drafting station.

Costume Shop Room 216

Costumes for the Mainstage productions are draped, cut and built in this shop. Students will be exposed to a professional work atmosphere complete with all needed tools and materials.

Craft Room

Room 217

Stage Properties and Costume Technology are a few of the courses taught in this room. Student project work can be constructed using the modern sewing machines and equipment. An attached dye room provides a sink, washer and dryers and a dye vat.

Costume Storage

Room 214

This storage room contains a vast collection of past Longwood Theatre production costumes. In addition to this storage space, room 219 and room 324 contain costume accessories.

Rehearsal Studio

Room 102

This classroom serves as our “movement studio.” Courses such as Acting and Voice and Movement and rehearsals for our Mainstage productions take advantage of the brightly lit space and sprung floor.

Library

Room 304

This room contains an excellent collection of theatre books in addition to a conference table. Questions concerning the library should be directed to Gene Muto, librarian.

Work Study

Several paid positions are available in the Theatre Program. Each position must be applied for at the end of the academic year. There will be a notice of workstudy positions and an application posted on the Callboard in the last month of the spring semester. The application must be filled out and returned before the end of the semester. Various hour allotments will be made based upon level of experience in the area of application. No student is automatically entitled to a position; the positions are equal opportunity. The position descriptions below are only a basic framework of your potential duties. As an employee of the Theatre program, any duty that needs accomplished could be assigned to your workload.

Scene Shop Assistant

Duties will include the following

- Construction of scenery
- Maintenance and upkeep of the Mainstage theatre, scene shop, and Lab theatre
- Supervising lab students
- Other duties as assigned by the technical director

Electrics/Paint/Properties Assistant

Duties will include the following

- Management and maintenance of the electrics and paint departments
- Assist in hang and focus of events
- Supervising lab students
- Other duties as assigned by Professor Koger

Costume Shop Assistant

Duties will include the following

- Constructing costumes
- Managing the costume expense database
- Maintenance and upkeep of costume shop and storage
- Supervising lab students
- Other duties as assigned by Professor Panzarello

Box Office Assistant

Duties will include the following

- Selling tickets
- Managing the box office
- Other duties as assigned by the box office manager

Scholarship Opportunities

Theatre Scholarship – awards range from \$500 - \$1000 per year

- Application Timeline: The application must be submitted by February 1st and given to the Theatre Program Scholarship Committee. Scholarships must be renewed yearly.
- Materials Needed to Apply: Application must include a formal letter discussing education and career goals.
- Basic Areas of Assessment:
 - letter content and format
 - academic achievement and progress
 - commitment and contributions to the department
 - general attitude as displayed in the ability to work with others
 - student's potential for continuing in the field
 - grade point average (cumulative 2.5+, Theatre 2.5+)
- Scholarship Notification
By the last day of April all applications will be processed. The scholarship allotments will be formally acknowledged by a scholarship dinner.

Nancy Kilgore Scholarship and the Jarman Scholarship - awards vary each year
Exceptional students that apply for the Theatre Scholarship are automatically considered as candidates to receive these honorary scholarships.

Southeastern Theatre Conference Scholarship

- Application Timeline: The conference is in March. Application must be submitted by February 7th to the Theatre Program Scholarship Committee. Scholarships must be renewed yearly.
- Materials Needed to Apply: Application must include a resume and a formal letter discussing education and career goals as related to this conference
- Basic Areas of Assessment:
 - letter/resume content and format
 - academic achievement and progress
 - student's potential for continuing in the field
 - general attitude as displayed in the ability to work with others
- Scholarship Notification
By the last day of February all applications will be processed. The scholarship applicants will be notified by email of their acceptance.

Theatre Program Scholarship Committee Members

Melissa Panzarello

Eric A. Koger

Gene Muto