

## Request for New Reassignment Proposal

Instructions: Complete the following form. Ask your Dean to review and sign. Then your Dean will submit it to the Office of Instruction. For information about the timeline and process for determining selection of faculty coordinators see [Reassigned Time Process webpage](#).

1. Term in which assignment would begin (semester, year): **Fall 2020**

2. Application Date **11/15/2019**

3. Author: **Anna Budd**

4. Position or Project Name Identify a “one line” description of the type of assignment (faculty leadership, coordinator, research, etc.): **Theatre Arts Co-Production Coordinator**

5. Amount of Reassignment & Duration

- a. Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations: 0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester. Each additional unit (0.067 FTE) represents an additional 2.5 hrs/week.

Fall (FTE): 3 units / Spring (FTE): **3 units** / Total Annual (FTE): **6 units**

- b. How many semesters of reassigned time are being requested? Note, if the position is needed after the end of the term, a [Renewal Application](#) must be filled out. **2 semesters total.**

## Justification and Assessment

6. Outcomes & Activities

- a. Please list the core responsibilities and/or outcomes to be performed and calculate the approximate number of hours per week required to perform each (e.g., recruiting = 1hr/week). (1 unit = 2.5 hours per week)

CORE RESPONSIBILITIES

The Resident Theatre Co-Production Coordinator will work directly with the local theatre company with whom the Theatre Arts Department has developed an MOU. The primary goal of the Resident Theatre Co-Production Coordinator will be to organize, facilitate, and market the Co-Production, from its pre-production phase, through the rehearsal process, the performance process, and ending with a period of assessment and reflection, followed by pre-planning for the next show.

Please note that the start-date of this proposal is contingent on the scheduling requirements of the resident theatre company; the MOU itself has not yet been established, so the Fall 2020 start date is somewhat conjectural.

**Week 1-8: Resident Theatre Company move-in, orientation, and introductions, including:**

- Organizing a series of orientations around the technical specifications and use of various theater equipment, including lighting instruments, light board, sound board, shop tools, shop organization and storage, etc.
  - 1 hour / week
- Cleaning out and organizing the costume room, prop room, and basement storage of set pieces, making the space accessible and functional to the resident theatre company.
  - 2 hours / week
- Organizing and attending class visits / guest lecture appearances of resident theatre artists with Theatre Arts classes and classes from other related disciplines, thereby introducing the resident theatre company to the Canada community, creating connections.
  - 1 hour / week

**Week 1-8 (Cont.): Pre-production work, including:**

- Creating and maintaining production calendar
  - 1 hour / week
- Drafting and maintaining a production budget
  - 1 hour / week

- Fundraising, including locating and applying for grants, and laying the groundwork for future fundraising events
  - 2 hours / week
- Organizing auditions, including marketing and promoting the audition event to the wider community, including local theatre companies, theatre organizations, and high schools
  - 2 hours / week
- Doing outreach to local high schools, organizing field trips to come see the show as a student matinee
  - 2 hours / week
- Writing educational material about the play (dramaturgical research) and disseminating to high school teachers and Canada College professors who are bringing their class to the show
  - 2 hours / week

**Week 9-16 Rehearsal & Production Management Work, including:**

- Attending production meetings & taking notes
  - 1 hour / week
- Facilitating communication between resident theatre company and Canada College staff, i.e. our in-house Technical Director, in-house Stage Manager / Assistant Stage Managers, Business Office (Box Office), and Marketing Department.
  - 1 hour / week
- Coordinating with Marketing Department to create a poster, flyer, and digital ads
  - 1 hour / week
- Marketing, networking, promoting the co-production in an effort to attract a wider audience, reaching out to local organization and businesses
  - 2 hours / week
- Attending some rehearsals, including run-throughs of the show, in order to identify and troubleshoot any potential technical issues (staging, lighting, blocking, sound cues, etc.)
  - 4 hours / week
- Facilitating in the location or purchase of required props, costumes, and set pieces

- 1 hour / week
- Facilitating the organization, design, and implementation of light cues, sound cues, and projections
  - 2 hours / week
- Attending tech rehearsal and facilitating the cue-to-cue process
  - 4 hours / week
- Serving as advisor to Canada College Theatre Arts students who are cast in the show
  - 1 hour / week
- Providing additional production support as needed
  - 1 hour / week

**Week 17-18: Production Run Work, including:**

- Organizing and training front-of-house staff, including Box Office Manager and ushers
  - 1 hour / week
- Attending one or more performance, offering feedback to director and actors as needed
  - 2 hour / week
- Facilitating post-production talk-back with audience
  - 1 hour / week

**Week 17-18 (Cont.): Post-Production Work, including:**

- Post-production wrap-up and reflection; identifying areas of improvement, setting goals for the next production.
  - 1 hour / week

- b. Identify how the activities align with the college's [Educational Master Plan](#) and/or initiatives (for example, Guided Pathways, CTE, etc). (Please limit response to 250 words).

**The activities proposed align with the goals of the college in that they:**

- 1) Provide a pathway to success for those students interested in a career in the entertainment industry, as making connections with a professional theatre company is often a barrier to those students' success.

- 2) Build and strengthen collaborative relationships and partnerships with civic and non-profit community organizations, as any local theatre company is going to, as a matter of necessity, have strong community ties of their own which they will bring to the table.
- 3) Provide an opportunity for transformative learning, as being a part of a professional production is a unique and exciting personal challenge, unlike any other experience the student is likely to have as part of a their academic experience.

7. The following responsibilities are included as part of faculty workload and can be found here. Please explain how the duties for which you are requesting reassigned time are different from those enumerated in [Appendix D1](#).

The work outlined in this proposal involves the creation and implementation of a community-based, performance-oriented program that is a co-production between the Theatre Arts Department and a local non-profit theatre company, and is both separate from and in addition to the Theatre Arts Department's standard curricular offerings. In addition, the successful implementation of this program requires significant administrative work separate from and an addition to the administrative work outlined in appendix D1 of the faculty contract.

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*Administrative Use Only*

Dean's Review:

- ☒ Fully support request
- ☐ Support with reservation
- ☐ Do not support (explanation required)

Explanation:

Dean Signature: