



ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Production Management: People, Procedures, Control				
Module Code	UAMPG6-40-M	Level	M	Version	2.1
UWE Credit Rating	40	ECTS Credit Rating	20	WBL module?	No
Owning Faculty	ACE / BOVTS	Field	Stage Management		
Department	Arts and Cultural Industries	Module Type	Professional Practice		
Contributes towards	Postgraduate Diploma in Theatre Production Management (W43012)				
Pre-requisites	None		Co- requisites	None	
Excluded Combinations	None		Module Entry requirements	N/A	
First CAP Approval Date	February 2008		Valid from	September 2008	
Revision CAP Approval Date	04.06.2015		Valid from	September 2015	

<b>Review Date</b>	September 2020
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Part 2: Learning and Teaching	
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ul style="list-style-type: none"> <li>• Plan a temporary theatre installation within health and safety and licensing laws, including schedules, drawings, budgets, staffing, fire risk assessment, and a senior management report. (A)</li> <li>• Plan for a given restaged production and short tour, including venue plans, schedules, design and fit-up risk assessments, budgets, staffing plans, and a middle management report. (A)</li> <li>• Show evidence of the production management process throughout each project, demonstrating their ability to source, select and analyse material and apply it effectively. (A)</li> <li>• Formulate and deliver an oral and visual presentation, expressing their project ideas coherently and succinctly, answering questions in detail. (A)</li> </ul>
Syllabus Outline	The course of this module begins with tutor-led led classes introducing the students to the wide range of skills and knowledge necessary to theatre production management.

	<p>These include production processes, scheduling and planning, staffing and development, management and leadership, employment law, contracts and unions, budgets and financial systems, health and safety, buildings and performance spaces, materials and equipment, technical drawing and AutoCAD.</p> <p>Students then undertake one large and detailed theoretical production management project, developing from tutor-led to self-directed learning through research, action, reflection and evaluation.</p> <p>The project requires the students to plan for a theoretical restaged production and short tour that includes creating a working, practical, temporary venue within the tour schedule. Following a project briefing the students will gather the relevant theatre information before producing venue plans, elevations, and technical requirement information. Clear schedules, budgets and staffing plans should be produced as well as a design risk assessment. A management report aimed at middle management is required.</p> <p>The temporary performance space must demonstrate the student's awareness of health and safety regulations, and licensing laws using appropriate materials and equipment. The students should be able to communicate the design by producing sufficient plan and elevation drawings, and material/equipment specifications. Clear installation schedules, budgets and staffing plans should be produced as well as a fire risk assessment for this temporary space.</p> <p>At the end of the project the students are required to display, present and answer questions on their work to a select panel of professionals.</p> <p>In addition to the above project students work as production assistants on professional standard public productions. Assisting the Head of Theatre Production, they carry out a number of practical tasks designed to strengthen their accumulated knowledge and skills.</p>
Contact Hours	
Teaching and Learning Methods	<p>The syllabus for this module is delivered through a variety of teaching methods, including individual tutorials, practical workshops and classes, and self-driven research, action, reflection and evaluation.</p> <p>Tutor-led subject classes are given during the earliest weeks of term to allow time for full exploration of projects and tasks. The classes are led by the Head of Production and relevant in-house and visiting professionals. All work, (class, project or practical) is based in and around the theatre production office, with full time access to I.T. and drawing equipment. The students have full-time access to the Head of Theatre Production and other in-house professionals. At key points individual tutorials take place, which are reflective, developmental, and pastoral, promoting self-evaluation and action planning.</p> <p><b>Scheduled learning</b> includes lectures, seminars, tutorials, project supervision, demonstration, practical classes and workshops; fieldwork; external visits; work based learning; supervised time in studio/workshop.</p> <p><b>Independent learning</b> includes hours engaged with essential reading, case study preparation, assignment preparation and completion etc. These sessions constitute an average time per level as indicated in the table below. Scheduled sessions may vary slightly depending on the module choices you make.</p> <p><b>Placement learning:</b> may include a practice placement, other placement, and year abroad.</p>
Reading Strategy	<p>Students are encouraged to become familiar with the subject area, and texts specific to the module, through reading lists and reference material provided in the course handbook. Lists are updated annually to maintain currency and relevance. Each</p>

	<p>department holds texts and reference material, as well as the general access provided to the Schools library and access to the Internet. The specifically vocational nature of training and study, combined with the project based nature of learning on the course, may require that students are guided to reading and research material in the first instance by the module leader.</p> <p>NB: BOVTS students do not have access to UWE Libraries and UWE OnLine'</p>
Indicative Reading List	<p>Indicative Sources:</p> <p>Model National Standard Conditions For Places of Entertainment and associated guidance</p> <p>The Association of British Theatre Technicians</p> <p>The District Surveyors Association</p> <p>The Local Government Licensing Forum (ABTT, London 2002)</p> <p>Technical Standard For Places Of Entertainment</p> <p>The District Surveyors Association</p> <p>The Association of British Theatre Technicians (ABTT, London 2002)</p> <p>J. Blurton <i>Scenery: Draughting and Construction</i> (A&amp;C Black, London 2001_</p> <p>R. Mulryne and M. Shewring <i>Making Space for Theatre</i> (Mulryne and Shewring, London 1995)</p> <p>A. Todd and J-G. Lecat <i>The Open Circle</i> (Faber and Faber, London 2003)</p> <p>C. Higgs <i>Introduction to Rigging in the Entertainment Industry</i> (Entertainment Technology Press, London 2002)</p> <p>M. van Beek <i>Practical Guide to Health and Safety in the Entertainment Industry</i> (Entertainment Technology Press, London 2002)</p> <p>J. Aveline <i>Production Management</i> (Entertainment Technology Press, London 2002)</p> <p>P. Dean <i>Production Management - making shows happen</i> (Crowood, London 2002)</p> <p>T. Ogawa <i>Theatre Engineering and Stage Machinery</i> (Entertainment Technology Press, London 2002)</p> <p><a href="http://www.theatrenet.co.uk">www.theatrenet.co.uk</a></p> <p><a href="http://www.abtt.co.uk">www.abtt.co.uk</a></p>

### Part 3: Assessment

Assessment Strategy	<p><b>Assessment</b></p> <p>This is a professional practice module with one component of assessment. This component has two elements, both of which are Pass/Fail</p> <p>In assessing Component A there will be meetings between the student and the Head of Theatre Production at formal assessment points over the course of the module to discuss and record the student's progress judged against the learning outcomes for this module. The result of these assessment points (of which there are normally not more than three) are cumulative in nature and give rise to a final mark/grade at the end of the module.</p> <p><b>Weighting between components A and B (standard modules only) A:</b></p>
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	<p>100% B: N/A</p> <p><b>ATTEMPT 1</b></p> <p><b>First Assessment Opportunity</b></p> <p><b>Component A</b></p> <p><b>Description of each element weighting</b></p> <p>1. Assessment of Process of project 50%</p> <ul style="list-style-type: none"> <li>Evidence of research, critical analysis and application on projects.</li> <li>Feedback from tutors and visiting specialists.</li> </ul> <p>2. Assessment of Final project 50%</p> <ul style="list-style-type: none"> <li>Standard achieved by final project with reference to the requirements of the relevant briefs.</li> <li>Standard achieved in the final project presentations with particular reference to: clarity of ideas, conviction of work, ability to inspire confidence and motivate, and quality of response.</li> </ul> <p>Assessment Strategy</p> <p>Both formative (ongoing throughout project) and summative (student presentation). This will include:</p> <ul style="list-style-type: none"> <li>Feedback Head of Theatre Production from in-house and visiting tutors and presentation panel.</li> <li>The individual self-assessment task</li> </ul> <p>Finally a written assessment from Head of Theatre Production is discussed in conjunction with the student's written self-assessment and a student action plan is formulated.</p> <p><b>Second Assessment Opportunity (further attendance at taught classes is required)</b></p> <p><b>AS FOR FIRST ASSESSMENT OPPORTUNITY</b></p> <p><b>SECOND (OR SUBSEQUENT) ATTEMPT: Attendance at taught classes is required</b></p> <p><b>AS FOR FIRST ASSESSMENT OPPORTUNITY</b></p>
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Identify final assessment component and element	<b>Comp A Element 2</b>	
% weighting between components A and B (Standard modules only)	<b>A:</b> 100%	<b>B:</b>
<b>First Sit</b>		
<b>Component A</b> (controlled conditions) <b>Description of each element</b>	<b>Element weighting</b> <b>(as % of component)</b>	
1. Assessment of Process of project	Pass/Fail	
2. Assessment of Final project	Pass/Fail	
<b>Component B</b> <b>Description of each element</b>	<b>Element weighting</b> <b>(as % of component)</b>	
N/A		

<b>Resit (further attendance at taught classes is not required)</b>		
<b>Component A</b> (controlled conditions) <b>Description of each element</b>	<b>Element weighting</b> <b>(as % of component)</b>	
1. Assessment of Process of project	Pass/Fail	

2. Assessment of Final project	Pass/Fail
<b>Component B</b> <b>Description of each element</b>	<b>Element weighting</b> <b>(as % of component)</b>
N/A	
<p>If a student is permitted a retake of the module under the University Regulations and Procedures, the assessment will be that indicated by the Module Description at the time that retake commences.</p>	