

SEASON SELECTION COMMITTEE PROCEDURES

1. PRODUCTION PROGRAM MISSION STATEMENT

- The main stage production program of the Department of Theatre, Dance & Film is committed to fostering artistic excellence. It provides opportunity and support for artistic expression, intellectual development and spiritual growth for both student artists and audience. The program endeavors to create performances that challenge audience expectations and examine the capability of the performing arts to explore ideas, evoke emotional responses and promote the dignity, freedom, equality, and spiritual nature of all persons. The content of plays and musicals selected for production by the Department of Theatre, Dance and Film will be consistent with the values expressed in the mission statements of Providence College and of the Department of Theatre, Dance and Film.

2. THEATRE PRODUCTION GOALS

- a. **ARTIST TRAINING:** Theater production is an extension of the academic offerings of the Department of Theatre, Dance & Film and serves as an opportunity for students to apply skills, principles and theories learned in the classroom. Production serves as a workshop in which theatre students may develop their talents.
- b. **AUDIENCE DEVELOPMENT:** Theatre production provides experiences in the arts to the campus community as a way of augmenting the liberal arts curriculum and to educating and developing audiences for theatre.
- c. **COMMUNITY OUTREACH:** Theatre production attempts to serve the artistic needs of the greater Providence community and, in keeping with the Catholic and service orientation of the college, to provide performances particularly to those who would otherwise be unable to experience the arts.

3. COMMITTEE MEMBERSHIP

- a. **Committee Leadership:**
 - i. The Managing Director of Theatre shall serve as chairperson of the season selection committee.
- b. **Faculty Committee Members:**
 - i. **Composition:** The season selection committee will be comprised of full time TDF theatre professors who participate creatively, (i.e., directors and designers) in the production program operated by the department.
 - ii. **Sabbaticals/Leaves of Absence:** If a full-time faculty member who serves on the committee is unable to participate in deliberations due to a leave of absence in a given semester or academic year, the present members may decide to invite another TDF faculty member to participate or may determine to operate with only the existing faculty members serving in that year.

c. Student Committee Members:

- i. **Eligibility:** Second year, third year, and senior majors are eligible to be considered for committee membership. First year students are ineligible to serve due to their limited experience within the department.
- ii. **Selection:** A maximum of two students will be chosen to serve on the committee each year. One of the two students must be a senior, and the other a sophomore or junior. One will be chosen by a vote of the theatre majors and a second will be selected by a vote of the TDF faculty. Students considered for service on the season selection committee should possess the following qualifications:
 1. Cumulative grade point average of B or higher in theatre course work.
 2. Established track record as a participant in theatre related activities within the department.
 3. Willingness to thoroughly read, evaluate, and discuss all the plays and musicals under consideration by the committee.
 4. Demonstrated ability to complete assignments in a timely manner.

4. OPERATING GUIDELINES

- a. **Overview:** The guidelines assume that the typical main-stage theatre season will consist of two straight plays and one musical. Also, that two of the productions will typically be directed by full time theatre faculty and that full time faculty designers will typically participate in at least two productions each. Remaining creative slots required for productions will be filled by engaging visiting artists. While visiting artists will be important contributors to the production season each year, it should be clear that identifying and engaging visiting artists is not the concern of the season selection committee.
- b. **Committee Responsibilities:**
 - i. The season selection committee is charged with determining the plays that will be produced by TDF in the coming academic year.
 - ii. The process will consist of identifying a finite list consisting of four plays per faculty member. Of the plays/musicals compiled by faculty submissions (see sections d. ii. & iii.) three titles will be selected for production.
 - iii. The plays selected for production will be chosen by a majority vote of the faculty members serving on the committee. A tie is decided by the chairperson of the season selection committee.
- c. **Responsibilities of Chairperson:**
 - i. Schedule and preside over committee meetings beginning early in the fall semester and continue until the season has been selected by the end of March.

- ii. Once the list of plays from which the season will be selected has been identified, the Chair will try to determine if there are restrictions on any of the plays proposed. However, it should be noted that definitive information on a play/musical's availability cannot be acquired until the dates of the production have been identified. If there are doubts about a play/musical's availability for university production in the coming year, the Managing Director should report this to the full committee immediately.
- iii. Ensure that copies of scripts under consideration are made available to all committee members.
- iv. Once the plays for the coming season have been selected, determine the order of production in consultation with faculty committee members.

d. Faculty Responsibilities:

- i. Prior to finalizing the list of plays/musical to submit for consideration, all faculty committee members will make themselves available to entertain suggestions by student representatives about plays/musicals that they feel would be viable candidates for production. It will be up to individual faculty members to determine if plays suggested by student representatives will be included on the list of their individual list of submitted titles.
- ii. Faculty Directors: Submit a list of four titles consisting of two straight plays and two musicals which you estimate are feasible for production by TDF and that you are committed to directing in the coming academic year.
- iii. Faculty Designers: Submit a list of four titles consisting of two straight plays and two musicals which you estimate are feasible for production by TDF and that you are interested in designing in the coming year.
- iv. Be prepared to explain to the committee why each of the plays you have proposed are strong and appropriate choices for production by TDF in the coming year emphasizing why each play would be a meaningful choice to place before the college audience as well as how the plays content is particularly relevant to the times in which we live.
- v. **Attempt to include plays of varying types, genre, style, period, cast size and gender breakdown on their list of four.**
- vi. **Identify any "extraordinary" f/x or characteristics associated** with the production of an individual play or production that may significantly impact budgeting or technical production (e.g. flying, water elements, stage combat, live musical accompaniment with a straight play, blood use, extraordinary properties etc.)
- vii. Whenever possible faculty members should determine if there are any licensing restrictions on titles before including them on their submission list. Plays with licensing encumbrances should be avoided and placed on hold for future years' submission once they have been definitively cleared for university production.

e. Student Responsibilities:

- i. Students serve on the season selection committee in an advisory capacity. Their additional roles are to participate in discussion and evaluation of titles that have been submitted by the faculty.
- ii. Students may advocate for a particular play/musical and influence the titles that are placed on the final list of plays/musicals under consideration by recommending titles to individual faculty members for inclusion among the four titles each faculty member will submit. This work should be done well in advance of committee meetings and before faculty have finalized their individual play/musical choices.

5. LICENSING

- i. The Managing Director of Theatre will secure performance licenses for the plays/musical that have been selected for production by the season selection committee.
- ii. Most of the time there will be no obstacle to licensing the plays/musical selected by the committee. Titles that are strictly unavailable for university licensing will be easily identified and should not have even been considered during the selection process. However, the availability of some plays/musicals are identified by licensing companies as “restricted” and sometimes the status of a play or musical’s availability will change during the year due to plans for professional productions in the region. Therefore, when the committee selects straight plays and musicals for production, they should also identify a second choice for each production slot that may be activated automatically if the department is unable to secure a performance license for the original selection or if a production license that was available is suddenly withdrawn by the licensing company. This is important for all titles selected but extremely important when dealing with contemporary musicals.

6. TIMELINE MODEL

- a. **Overview:** In general, the search for viable production projects is omnipresent within the life of the department. Indeed, it is not an overstatement to suggest that faculty and students should continuously be in dialogue with each other for the purpose of identifying plays and musicals that may be considered feasible future production projects.
- b. **Ideal Schedule for Committee During the Academic Year**
 - i. September
 1. Student committee member selected by the faculty should be chosen at the first faculty meeting of the year. Prior to the meeting the Managing Director should have polled majors to determine the names of students who would be interested in serving.

2. Following the majors meeting which typically occurs in the first few weeks of the fall semester, theatre students should elect their representative to the committee.
- ii. October
 1. The committee should conduct its first meeting to review organizational procedures and discuss general priorities for the production season under consideration.
 - iii. November
 1. The committee should conduct its second meeting at which time faculty members should each submit four titles of plays/musicals which they have thoroughly reviewed in advance and believe to be viable candidates for the production season under consideration. It is expected that from this list of 12 plays/musicals, three will ultimately be selected for production in the following academic year.
 2. Following the meeting, the Managing Director of Theatre will acquire scripts of each of the plays/musicals on the list and provide copies to all members of the committee for careful and thorough review.
 - iv. December – January
 1. The annual holiday break will serve as the committee's reading period. All committee members will be expected to return in the second semester having read all 12 submissions and be fully prepared to begin the deliberative phase of the committee's charge.
 - v. February – March
 1. During this period the committee will meet regularly to review and discuss the 12 plays under consideration, create slates of potential seasons and ultimately, by vote of the faculty members and students serving on the committee, select the plays/musical that will be produced in the following academic year. Students combined have one vote. The goal is to complete the task of selecting the plays/musical to be produced in the coming season by THE SECOND WEEK OF March, but no later than March 30.
 - vi. April
 1. While the coming year's production season may be announced to the department as soon as it has been determined by the committee and production licenses have been secured, it should also be announced to the TDF audience in a full-page advertisement in the production playbill of the final show of the current year.

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EJS