

ADMINISTRATIVE POLICY

Memo No. 13

Issued June, 2004

UNDERGRADUATE THEATRE SOCIETY (UTS)

This document was created to enhance the mutually supportive relationship between the School of Drama and the Undergraduate Theatre Society (UTS).

The Undergraduate Theatre Society Will Provide the School of Drama:

- ▶ Production opportunities for undergraduates every year. This will include a commitment to obtain rights for all of the productions supported by UTS.
- ▶ An opportunity for students to learn about how to produce theatre (as part of UTS staff).
- ▶ The general support of other student productions (at the discretion of the current UTS staff to be inclusive of human, financial and/or technical support).
- ▶ Leadership opportunities for students.
- ▶ Maintenance of a production calendar listing student productions.
- ▶ A theatre resource website.
- ▶ A Cabaret Manager to care for and improve (when possible) the technical equipment in the Cabaret.
- ▶ A commitment to put 100% of UTS profits to student productions and the Cabaret space.
- ▶ Organization of Graduation and Orientation Activities.
- ▶ An annual report of all activities and finances.

The School of Drama will provide The Undergraduate Theatre Society (UTS):

- ▶ Recognition of UTS as the “official Undergraduate Production Company”.
- ▶ Use of the Cabaret Theatre - Hutchinson 205 - (including Greenroom and Booth) and all of its equipment after 5 p.m. six weeks of every quarter as per the agreement below.
- ▶ Storage space in the Cabaret and the HUT 208 “loft” area.
- ▶ Space to post a bulletin board.
- ▶ Support for UTS at Drama orientation and graduation.
- ▶ A contribution to the Cabaret maintenance budget.
- ▶ Encouragement to faculty, staff and students to support UTS, UTS staff, and UTS productions.

Agreement for use of the Cabaret Theatre:

- ▶ UTS will collaborate with the School of Drama through the General Manager for Production to schedule the UTS productions. Scheduling will take place at least one quarter in advance.

- ▶ The Undergraduate Theatre Society will have use of the Cabaret Theatre six weeks of every academic quarter (fall through spring). These six weeks may be broken up into any amount of sections, as long as a continuous three-week section is open for other productions.
- ▶ The remaining three weeks will be made available for other production opportunities.
- ▶ This non-UTS production slot will be determined by the BA Council but must follow all UTS Cabaret rules. UTS should have input on all non-UTS productions before they are officially accepted by the BA Council, based on previous experience with persons involved. UTS may charge payment to non-UTS productions for equipment maintenance.
- ▶ The last week of the quarter and finals week will be open for student use as rehearsal and performance space for class projects unless otherwise agreed upon by both the School of Drama and UTS.
- ▶ Non-UTS productions will have access to School of Drama owned rehearsal and performance set pieces in the Cabaret (i.e., black kit furniture), the Cabaret space, Greenroom (not office), and Booth (not including UTS prop storage area). UTS will provide these outside productions a copy of all Cabaret rules, and a technical information packet of information detailing what is available for use in the Cabaret, as well as all safety and technical “how-to” manuals.

The Cabaret Manager will be a position on the UTS staff, and will be chosen with the approval of both UTS and the School of Drama. This person will oversee the use of all technical equipment, props, sets and costume storage and use, and will maintain the schedule of events in the Cabaret. This person will report to both UTS and the School of Drama (currently through the BA Council) about issues concerning the Cabaret and its equipment. For the three weeks that a non-UTS production is in the Cabaret, the School of Drama will compensate the Cabaret Manager for time spent in the theatre overseeing the production not to exceed 10 hours.

PM8113/6-2004

Administrative Policy Memo Number 13 (PM8213), first established June, 2004

Subsequent Revisions:

Executive Committee approval: June 2, 2004

Faculty approval: 6/7/04