

## **F. Facilities, Equipment and Safety**

### **Physical Plant and Equipment**

The physical plant of the Department of Film and Theatre is located within the Performing Arts Center (PAC) on the University of New Orleans main campus.

The Department is housed in a three-story brick building, shared with the Department of Music. Construction on the Facility began in 1970, and the Department of Film, Theatre and Communication Arts moved into the space in 1972. The construction used standard commercial building techniques and materials from that time. Walls are cinderblock and/or metal stud with wallboard.

The first floor of the PAC contains two theatres (a thrust and a proscenium), a Sound Stage, Scenic Studio, Dance Studio, Green Room, Dressing Rooms, Green Screen Production Studio, Music Recital Hall, and offices and rehearsal space for the Jazz Studies Program. The second floor contains the costume shop, film and video equipment checkout room and editing suites, an audio studio, 3-D computer graphics equipment, the office of the department IT technician, classrooms, and music practice rooms. Departmental and faculty offices for Film and Theatre, Music, classrooms, computer labs, a design studio, conference rooms, and an audio editing studio are located on the third floor.

The Department utilizes a 24' X 106' scene shop located on the first floor with access doors to the theatre spaces, the Sound Stage (inventory attached) and the Green Screen Studio. The scene shop is equipped for wood and metal fabrication. There is 9'6'' x 10'6'' roll door that provides access to a loading dock. The dock is 1'10'' above grade and fully accessible via service vehicle entrance. All tools, materials, stock scenery, and supplies are housed within the scene shop.

A Green room and men's and women's dressing rooms are located on the first floor, adjacent to the scene shop, which provides access to all performance spaces. Each dressing room has showers, restrooms, lockers, and clothes racks.

There is a 20' X 50' costume shop located on the second floor of the Performing Arts Center. It is equipped with a washer and dryer, eight sewing machines, and three sergers. There is also a 20' X 40' storage area for costumes and shoes.

The Film Production equipment checkout room is also located on the second floor.  
(Inventory attached)

The Film Program hosts weekend intensives in association with the American Film Institute and produces the bi-annual spring film at UNO in the Sound Stage. The UNO Nims Center is a combined 70,000sf production center with support offices and studio

space located in the Elmwood Park Industrial Center approximately 30 minutes from campus. It is utilized by commercial production companies that offer internship opportunities to students studying Film and Theatre at UNO.

Also within the building is a Recital Hall, which is managed by the Department of Music.

The Department has lighting control and dimming systems in both of the theatre spaces. The control system in the Thrust was upgraded in 2011, the Department is currently in the process of purchasing a new console for the small proscenium space, and the dimming systems were purchased and installed in 1993. Worklights are controlled by programmable analog panels in both theatre spaces and the student sound stage. Film and video equipment is state-of-the-art and is housed in the Sound Stage, on the second floor of the Performing Arts Center, in the Green Screen Studio, and the Thrust Theatre.

Classrooms are equipped with HD projectors, new HP z440 computers, bluray players, and professional studio speakers. Additionally, on-site spaces are provided for film and video production labs, such as electronic editing and computer animation labs. While the facility does not provide adequate space for the archiving of recorded performances and films, efforts are underway to establish a comprehensive collection through the University library.

The Department of Film and Theatre has received gifts from the Azby Foundation, in excess of \$35,000 in order to enhance design studies. Currently those monies are being utilized to renovate the Design Studio on the 3<sup>rd</sup> floor, and Production/Design support areas.

## **Production Spaces**

The Department utilizes two spaces for public performance. The Robert E Nims Thrust Theatre seats 220 and is used for Departmental Productions. The Lab Theatre is a proscenium space that seats 57, and is used as a classroom and laboratory for student activities, and Departmental Productions. Movement and Voice courses take place in a Dance Studio adjacent to the Lab Theatre. Film production classes are taught in classrooms on the second and third floors, in the on-site Sound Stage, and Green Screen Special Effects Studio.

The Lab Theatre is a 57 seat proscenium space with the following specifications:

Proscenium:	12' X 18' 0"
Plaster line to back wall:	19'6"
Front of stage to back wall:	21' 0"
Floor to maximum batten trim:	20' 10"
Access door from scene shop:	8'0" X 12'0"
Rigging:	16 counterweighted fly lines
Lighting control:	ETC Element (acquisition in process)
Dimmers	68 - 2.4K dimmers (dimmer per circuit)
Sound:	Equipped as needed per production

The Robert E Nims Theatre is a 220 seat thrust configuration with the following specifications:

Scenic Opening to back wall:	15' 9"
Downstage Edge to Scenic Opening:	23' 9"
Floor to grid:	23' 6"
Access door from scenic studio:	12'0" x 19'0"
Rigging:	15 counterweight fly lines
Lighting Control:	ETC Ion 1000 Console
Dimmers:	184 -2.4K dimmers (dimmer per circuit)
Sound Control:	Yamaha 01v96 console 13" MacBook Pro with QLab 3
Intercom:	Production Intercom 2 channel intercom system with 8 working headsets
Projection:	Barco 4K Projection System (projector, screen, and sound system)

The Lab Theatre and the Thrust Theatre share the inventory of lighting instrumentation, depending on the demands of production and/or course work. (**Inventory attached**)

The Department/Student Sound Stage specifications are:

Floor to Grid:	22' 9"
Scenic area:	Approximately 400 ft <sup>2</sup>
Access door from scene shop:	12'0" x 14'0"
Lighting Control:	Portable gaffer kits
Sound:	Equipped as needed per production

Other production spaces:

PAC 120: 4 Avid Media Composer Editing stations with 1 Avid DS editing system with Redrocket card for 4k playback.

PAC 320: 24 station Avid Media Composer Lab (with one teacher station) with dual HD projection system.

PAC 321: Film finishing and color correction suite.

PAC 322: Sound editing and foley/dialog replacement recording suite with Nuendo Audio editing software.

Second Floor: Seven Avid Media Composer suites. Avid Isis 5500 raid system that can be accessed anywhere on campus with Avid Isis client software.

Earl K Long Library rm 318: 8 station Innovation lab with Avid Media Composer and Adobe Creative suite and Avid Isis Raid access available to all FTA students during library hours.

PAC 120: Green Screen Special Effects Studio housing a permanent green screen and model room which serves film production and acting classes.

All Departmental performance spaces, classrooms, laboratories, and production areas are available to any student with specific training to those areas, outside of official Departmental scheduling. Spaces are scheduled through the Technical Director or the Production Resource Committee.

## **Equipment**

Theatre performance classes (acting, directing) use lighting equipment, wrestling mats, HD video cameras, and video monitors. Theatre criticism, literature, history, and playwriting use DVD machines. Design classes use computers, CD and DVD recorders and digital projectors, and materials and equipment appropriate for construction of sets, costumes, and lighting. Stage combat uses a variety of owned weaponry including a collection of rapiers, daggers, broadswords and rehearsal rapiers and daggers.

The Department maintains a set of steel modular rehearsal furniture containing chairs, cubes, tables, rectangular units, and portable door and wall units.

The introductory film production classes use HD camcorders and tripods. Film editing utilizes digital video via an AVID system. Various professional lighting, sound and camera equipment are used for demonstrational purposes.

Advanced film production classes draw on our entire inventory of professional motion picture equipment, including: Avid editing systems; digital audio workstations; Arriflex 16SR II, CP16, and Bolex camera packages; Panasonic HD and SD video cameras; O'Conner tripods; a Steadicam rig; Chameleon and Matthews dollies with track, mini jib arm, Mole Richardson and Lowell light kits; Spectra, Pentax and Minolta light meters; Nagra, Fostex, Teak, and Sony recorders; digital slate, and Audio Technica, Sony, TRAM, and Sennheiser condenser microphones. Advanced film preproduction classes also use PC computers for script formatting with Final Draft or E.A. software, Frame Nerve software for storyboarding, and E.A. Budgeting and Scheduling software for preproduction planning.

The Sound Stage houses a complete studio lighting and grip package with Desisti fresnel and softlights ranging from 10,000 watts to 500 watts and Matthews grip equipment. In 2007 the Department also acquired a new 27 ft., 3 ton grip truck, with generator, Mole Richardson lighting and Matthews grip equipment. (**Inventory attached**)

## **Maintenance**

Maintenance of the physical plant and equipment is accomplished in one of four ways: (1) Custodial services performed daily and weekly in the public areas of the building and the classrooms; (2) Special maintenance projects ordered through the Building Coordinators and performed by Sodexo crews; (3) maintenance of electronic equipment

by our on-site technician and/or University IT staff, and (4) regular maintenance and custodial work for the Theatre spaces is performed by individual faculty, Graduate Assistants, and students.

### **Replacement**

The UNO Foundation grants the UNO Nims Center \$200,000 per year for operational expenses, \$50,000 of which is dedicated to Departmental needs.

### **Safety and Security**

University Police provide building security and provide 24/7 campus patrol. In addition, Police personnel can be scheduled for specific events and will provide personal escorts. The Office of Risk Management conducts quarterly safety/security meetings via internet. Department Faculty and Graduate Assistants are required to maintain full compliance with these standards.

All students, staff, and faculty are trained in the safe handling and operation of studio and classroom equipment, when applicable, and are responsible for the enforcement of those practices.

Maintenance of all equipment and facilities includes constant monitoring to ensure the safety of students, Graduate Assistants, and faculty. Malfunctioning equipment is removed from service and repaired or replaced. The safety of the students is paramount, and issues concerning safety are immediately addressed.

The Technical Director is responsible for informing Management of any safety concerns pertaining to specific productions. Students are trained in safety practices and safe operation of power tools in FTA 1100 (Methods and Materials of Stagecraft).

Access to classrooms, shops, and production equipment storage is monitored by graduate assistants, staff, and faculty. Any student-issued keys open only those production areas for which they are responsible. Doors in the building are individually keyed and maintained by the University. Designated managers are responsible for securing production areas or classrooms before vacating those premises.

Access to the Performing Arts Center after hours is controlled by a punch code security system. A camera system monitors the interior and exterior of the PAC for student, staff, faculty, and equipment security.

### **Evaluation:**

The basic needs of the faculty are met by the facilities and equipment available. Each faculty member currently has an individual office, with a computer furnished by the University (??). Shared office equipment is adequate, color printing is available on a

limited basis. Graduate teaching assistants for Film and Theatre are housed in two shared offices. Adjunct Faculty have a shared office available for their use.

Sodexo, under advisement of the departments housed in the PAC, is currently addressing the ongoing HVAC issues in the building.

At present, the Theatre unit is able to provide the needed classroom, rehearsal and production spaces with the two theatres. Performance related classes are taught in the Dance Studio and the Lab Theatre. Technical courses are taught in the scene shop, theatre spaces, and the newly-renovated design classroom on the third floor. All other theatre courses are taught in classrooms located on the second and third floor of the Performing Arts Center. Rehearsal space is in high demand for productions, undergraduate and graduate performance classes, directing projects, and one act plays. Scene construction and storage for production pose additional challenges to scheduling and availability of space.

Faculty and Graduate Assistants perform regular maintenance on the physical plant and equipment inventory during the academic year. The Department does not employ any designated professional staff. Necessary replacement of equipment and building fabric systems poses an additional challenge. There is no consistent or predictable mechanism for acquiring appropriate funds. Currently, obsolete or damaged equipment is repaired or replaced on an ad hoc basis and paid for out of annual production budgets. Departmental needs include: renovation of the rigging system in both Theatres; replacement of the sound and lighting systems in both Theatres and the Sound Stage, and the installation of permanent headset systems in both Theatres; appropriate acoustic treatment in both Theatres and the Sound Stage; replacement of various shop equipment, and additional storage facilities.

The Theatres and the Scenic Studio currently are not in full compliance with OSHA guidelines, municipal fire code, or national ADA standards. Both faculty who supervise Production areas are OSHA 10 certified, and are working toward bringing the Theatres and Scenic Studio into full compliance with national Occupational Safety and Health Administration standards.

COURSE	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022
1000 Theatre Apprec	Kevin									
1005 Intro to Theatre Arts	Tony									
1100 Stagecraft										
1110 Basic Visual Design	Kevin									
Basic Visual Section 002	Diane									
1300 Beg Acting										
1310 Stage Makeup			?		?					
1800 Thea Practicum	Kevin									
1800 Thea Practicum	Diane									
2100 Intro to Lighting Design										
2110 Intro to Scenic Design										
2160 Costume Crafts										
2200 Intro Playwriting										
2320 Script Analysis										
2330 Acting II										
2380 Directing I										
2570 Beg Film Acting										
2650 Oral Communications										
2950 Stage Management										
3400 Cultural Diversity										
3800 Prod Practicum	Diane									
4110/G Scene Design										
4120/G Scene Painting	Kevin									

Summer offering only?

Every semester?

<b>4125/G Style and Form</b>	Diane									
<b>4135/G Rendering Techniques</b>										
<b>4140/G Costume Design</b>	Tony									
<b>4150/G Dev. Of Fashion</b>										
<b>4160/G Lighting Crafts</b>										
<b>4170/G Lighting Design</b>										
<b>4200 Advanced Playwriting</b>										
4260 Styles in Thea Prod										
<b>4265/G CAD</b>										
<b>4300 Voice</b>										
<b>4301 Voice-Screen</b>										
<b>4330 Acting Styles</b>	David									
<b>4333 Combat</b>										
4335 Audition Techniques										
<b>4380 Adv. Directing</b>										
<b>4400/G Dev. Of Theatre</b>										
<b>4450/G Modern Theatre</b>	David									
<b>4455/G Contemp. Theatre</b>										
<b>4570 Adv Film Acting</b>										
<b>4830 Adv Movement</b>										

Normal/historical rotation

Is this 'on the books'? Not

When is this offered?

Is this still offered?



	<b>FALL 2013</b>	<b>SPRING 2014</b>	<b>FALL 2014</b>	<b>SPRING 2015</b>	<b>FALL 2015</b>	<b>SPRING 2016</b>	<b>FALL 2016</b>	<b>SPRING 2017</b>
<b>Diane</b>	<b>1110</b> Basic/ <b>4125</b> Style and Form	<b>2100</b> Intro to Lighting/ <b>4160</b> Lighting Crafts/ 1110	<b>4170</b> Lighting Design/ <b>4265</b> CAD	<b>1110</b> Basic/ <b>2100</b> Intro to Lighting	<b>1100</b> Stagecraft / <b>4125</b> Style and Form	<b>2100</b> Intro to Lighting/ <b>4160</b> Lighting Crafts/ 1110	<b>1110</b> Basic/ <b>1100</b> Stagecraft	<b>1110</b> Basic/ <b>2100</b> Intro to Lighting
<b>Kevin</b>	<b>1100</b> Stagecraft/ <b>2110</b> Intro to Scenic	<b>1110</b> Basic/ <b>4120</b> Scene Painting	<b>1110</b> Basic/ <b>1100</b> Stagecraft	<b>4110</b> Scene Design/ <b>4455</b> Contempor ary	<b>1110</b> Basic/ <b>2110</b> Intro to Scenic	<b>1110</b> Basic/ <b>4120</b> Scene Painting	<b>1110</b> Basic/ <b>1100</b> Stagecraft	<b>4110</b> Scene Design/ <b>4455</b> Contempor ary
<b>Tony</b>	<b>1005</b> Intro to Thea/ <b>2160</b> Costume Crafts	<b>4150</b> Dev. Of Fashion/ <b>4400</b> Dev of Theatre	<b>1005</b> Intro to Thea/ <b>2160</b> Costume Crafts	<b>4150</b> Dev. Of Fashion/ <b>4400</b> Dev. Of Thea	<b>1005</b> Intro to Thea/ <b>4140</b> Costume Design	<b>4150</b> Dev. Of Fashion/ <b>4400</b> Dev. Of Thea	<b>2160</b> Costume Crafts/ <b>4135</b> Rendering	<b>4150</b> Dev. Of Fashion/ <b>4400</b> Dev. Of Thea
<b>David</b>	Stage Combat/ Grad Acting	<b>2380</b> Directing I/ <b>2950</b> Stage Mgmt	<b>4450</b> Modern Thea./ Grad Acting	Grad Directing	Stage Combat/ Grad Acting	<b>2380</b> Directing I/ <b>2950</b> Stage Mgmt	<b>4450</b> Modern Thea./ Grad Acting	Grad Directing
<b>GA/AD Junct</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>
<b>GA/AD Junct</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>	<b>1300</b>
<b>GA/AD Junct</b>	<b>2330</b>		<b>2330</b>		<b>2330</b>		<b>2330</b>	
<b>GA/AD junct</b>	<b>Voice</b>	<b>Movement</b>	<b>Voice</b>	<b>Movement</b>	<b>Voice</b>	<b>Movement</b>	<b>Voice</b>	<b>Movement</b>
<b>GA/AD Junct</b>		<b>AFTC</b>		<b>AFTC2</b>		<b>AFTC</b>		<b>AFTC2</b>





## **Theatre Arts New Fee Structure**

**FTA 1000 Theatre Appreciation - \$10/student.** The course along with our literature courses requires various film clips and full film productions of live theatre performances representing various genres and historical representations. These materials are updated as new trends and productions become available. The library's budget has been cut and they no longer serve as a repository for these materials. This fee would be used to purchase DVDs for screening purposes. As an academic institution we will have to pay the academic rate for some DVDs which can be between \$100-\$200 per DVD.

**FTA 1005 Intro to Drama - \$10/student.** This class would have the same justification as FTA 1000

**FTA 1100 Stagecraft - \$40/student.** This course involves the use of all carpentry and metalworking tools and materials. Materials include but are not limited to paint, lumber, welding gas, metal, and hardware. Most of these materials are not reusable.

**FTA 1300 Fundamentals of Acting - \$20/student.** This acting course involves the use of purpose designed "lab furniture" that can simulate various types of furniture including but not limited to sofas, chairs, counters, refrigerators, and beds. These metal structures take wear and tear and must be repaired and/or replaced on a regular basis. In addition, the laboratory lighting is theatrical in nature and expensive to maintain. Lamps for each instrument cost in range from \$50-100 dollars. The course culminates in an "acting showcase" open to the public, which requires programs, house managers, tech students, and other crew.

**FTA 2100 Introduction to Lighting Design- \$15/student.** This course uses expendables including but not limited to gels, lamps, and gobos. Space maintenance is also part of the fee, as it causes wear on dimmers and cabling as well. The course must be taught in a theatre venue.

**FTA 2110 Introduction to Scenic Design - \$10/student.** This course uses expendables including drafting paper, model materials, drafting tables, and blue printing machines/materials.

**FTA 2160 Costume Crafts - \$40/student.** This course uses needles,

thread, muslin, and pattern drafting material. These are expendable and must be replaced on a regular basis.

**FTA 2330 Intermediate Acting - \$20/student.** This class uses the same resources as FTA 1300.

**FTA 2830 Introduction to Stage Directing - \$20/student.** This course uses the same "lab furniture" referenced in FTA 1300, 2330, 3330, 4330, and 6330. The course culminates in a "directing showcase" open to the public, which requires programs, house managers, tech students, and other crew.

**FTA 3330 Advanced Acting - \$20/student.** This course uses the same materials as FTA 1300.

**FTA 4110/G Scenic Design - \$10/student.** This course uses the same materials as FTA 2110.

**FTA 4120/G Scene Painting- \$50/student.** This course requires the student to use prepared "flats", canvas covered frames, brushes, paint, paint remover, stencils, and drops.

**FTA 4160/G Lighting Crafts and Techniques- \$15/student.** This course utilizes the same expendable materials as FTA 2100 but with more elaborate instruments such as scrollers, scene machines, and intelligent lighting. This course must be taught in a theatre venue.

**FTA 4170/G Advanced Lighting Design - \$20/student.** This course uses the same material as FTA 4160 with the addition of plotter paper, and hardware and software maintenance.

**FTA 4265/G Computer Aided Drafting (CAD)- \$25/student.** This course uses the same materials as FTA 4170 plus CAD, and Vectorworks software, which must be updated yearly.

**FTA 4300/G Voice for the Actor - \$20/student.** This course requires the use of recording equipment for recording the actor and using this as "playback" for their voice work.

**FTA 4301/G Voice Stylization for the Actor - \$20/student.** This course requires the same resources as FTA 4300/G with the addition of

Dialect tapes and materials.

**FTA 4330/G Styles of Acting - \$30/student.** This course uses the same materials as FTA 2330 with the addition of rehearsal corsets, canes, fans, and masks.

**FTA 4333/G Combat for Stage and Film - \$40/student.** This course requires yearly equipment replacement including weapons, rehearsal daggers, rehearsal rapiers, and tumbling mats. Should also include cleaning supplies for mats.

**FTA 4450/G Advanced Studies in Modern Theatre - \$10/student.** This course has the same DVD requirements of FTA 1000.

**FTA 4455/G Contemporary Theatre - \$10/student.** This course has the same DVD requirements of FTA 1000.

**FTA 4830 Advanced Directing for the Stage - \$20/student.** This course has the same needs as FTA 2830.

**FTA 6330 Graduate Acting - \$20/student.** This course uses the same resources as FTA 1300, 2330, and 4330.

**FTA 6830 Graduate Directing - \$20/student.** This course uses the same resources as FTA 2830, and 4830 with the addition of more technical support for production and expanded publicity.