

U.S. INSTITUTE FOR THEATRE TECHNOLOGY, INC.

USITT Newsletter

Co-Editors:
Keith King
Mark Wallberg

WINTER 1982-83

HIT
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Contributing Memberships

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SALT LAKE CITY, UT 84115

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930 WELLINGTON
MONTREAL, QUEBEC H3C 1V1
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GENERAL ELECTRIC COMPANY
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CLEVELAND, OH 44112

PETER GEORGE ASSOCIATES, INC.
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GRAND STAGE LIGHTING
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P.O. BOX 178
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HOLLYWOOD, CA 90029

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SYLVANIA LIGHTING CENTER
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34 EAST MAIN STREET
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234 WEST 44th STREET
NEW YORK, NY 10036

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CARACAS 101, VENEZUELA

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ROUTE 222, (R.D. 1, BOX J1)
WESCOVILLE, PA 18106

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CHESTER, CT 06412

LIGHTING DIMENSIONS
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LIGHTING METHODS, INC.
691 ST. PAUL STREET
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5-45 49th AVENUE
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OLESEN COMPANY
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CHICAGO, IL 60634

SECOA
P.O. BOX 27429
2731 NEVADA AVENUE NORTH
MINNEAPOLIS, MN 55427
AND
1204 OAKLAND AVENUE
GREENSBORO, NC 27403

DONALD SHULMAN AND ASSOCIATES, INC.
2520 GRAND AVENUE, ROOM 303
KANSAS CITY, MO 64108

STAGE ENGINEERING & SUPPLY
P.O. BOX 2699, 325 KAREN LANE
COLORADO SPRINGS, CO 80901

STAGE EQUIPMENT & LIGHTING
12231 N.E. 13th COURT
P.O. BOX F
MIAMI, FL 33161

STAGECRAFT INDUSTRIES
P.O. BOX 4442
PORTLAND, OR 97208

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SAN ANTONIO, TX 78238

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6758 EDDINGHILL DRIVE
RANCHO PALOS VERDES, CA 90274

THEATRE TECHNIQUES INC.
60 CONNOLLY PARKWAY
HAMDEN, CT 06514

THEATRICAL SERVICE AND SUPPLY COMPANY
170 OVAL DRIVE
CENTRAL ISLIP, NY 11722

TIFFIN SCENIC STUDIOS, INC.
P.O. BOX 39
TIFFIN, OH 44883

TSOKOS' ASSOCIATES
17822 ORRVILLE ROAD
CHESTERFIELD, MO 63017

UNION CONNECTOR COMPANY, INC.
149 BABYLON TURNPIKE
ROOSEVELT, NY 11575

UNIVERSE STAGE LIGHTING
326 WEST 47th STREET
NEW YORK, NY 10036

Deadline — Margo Jones Playwriting Competition

Texas Woman's University Department of Music and Drama has announced the Second Annual Margo Jones Playwriting Competition. Scripts for submission must be postmarked by February 15, 1983, and the winner will be announced on April 15.

Playwrights are encouraged to submit plays which are for and about women. The play should be full-length, original (not an adaptation), unpublished, and unproduced.

The winning playwright will receive a \$1000 award, and the winning manuscript will be produced by TWU Theater as part of the 1983-84 Season. Clive Barnes will serve as adjudicator.

Further information about submissions should be addressed to:

Margo Jones Playwriting Competition
Texas Woman's University
Department of Music and Drama
P.O. Box 23865
Denton, TX 76204

USITT By-Laws

— Henry E. Tharp, Secretary

In accordance with the By-Laws it is the responsibility of the Secretary to distribute the By-Laws and all duly adopted amendments to the membership. Therefore, I insisted the complete By-Laws be printed in the 1982-83 Membership Directory as many amendments have been adopted since the complete By-Laws were last printed and distributed. However, in the great haste with which the Directory was put together, printed and distributed, I was never given the opportunity to proofread the copy. As a result, I must now offer this list of corrections to the version of the By-Laws printed in the Directory. Please make the following corrections in your copy:

Page 38, Article IV, Section 1, line 9: The word "other" should be deleted.

Page 39, after section 3: The bold-faced type "BY-LAWS AMENDMENT" and the following 8 lines of type should all be deleted so that we read directly from Section 3 to Section 4.

Page 52, after the first paragraph: The bold-faced type "NOTE: INFORMATION:" and the following 4 lines of type should all be deleted.

Odds And Ends Learns That...

TABS, the lighting magazine of Rank Strand Ltd. can be obtained in this country through Strand Century. Write P.O. Box 9004, Rancho Dominguez, CA 90224. It is published irregularly and, as indicated in the Summer 1982 issue of the USITT Newsletter, is available free on request.

Lawrence Kellermann Associates, Inc. has recently been formed as a manufacturer's agency. It will represent exclusively in the New York area the following: J.R. Clancy Co., Inc., Kliegl Bros. Lighting, Inc., Lighting Services, Inc., Marvin Electric Co. (Marco), Prescolite Lite Controls, and Retina., Inc.

Bridget Beier is Vice President of Sales and Design; Lorraine T. Wasp is Administrative Manager.

The address of Lawrence Kellermann Associates is P.O. Box 268, Dobbs Ferry, NY 10522. Phone: (212) 652-9600 or (914) 693-8880.

1982-83 BUDGET

Revised 12/82

ESTIMATED INCOME

Sus./Contrib. Dues	16,500.00
Org. Dues	10,000.00
Individual Dues	49,000.00
Student Dues	7,800.00
Journal Ads	18,500.00
Journal Subscriptions	9,000.00
Pub. Sales	500.00
Mail List Sales	750.00
Office Services	10,000.00
Interest	2,120.00
Annual Conference	18,000.00
Costume Symp.	1,000.00
Coll. Master Class	1,600.00
Misc.	500.00
TOTAL	145,270.00

EXPENDITURES

Office Staff	33,800.00
Payroll Tax	2,725.00
Employee Ins.	2,000.00
Gen. Ins.	500.00
Acct'g. & Bookkeeping	2,400.00
Rent & Util.	10,000.00
Telephone	1,350.00
Office Operating	2,000.00
Equip. & Deprec.	500.00
Equip. Rental	- 0 -
Maint. & Repair	200.00
Postage & Mailing	3,500.00

Office Contingency	3,000.00
Journal Editors	10,000.00
Journal Printing	26,000.00
Journal Mailing	3,900.00
Journal Dev. & Graphics	4,000.00
Newsletter	5,000.00
Directory	2,500.00
Publications Avail.	200.00
Ballot	500.00
Gen'l. Printing	500.00
Mailing List/Computer	3,000.00
Pres. Travel	1,500.00
Officers/Bd. Travel	2,500.00
Ex. Sec. Travel	1,300.00
Membership Dues	- 0 -
Sus. Member Plaques	800.00
Membership Com.	1,600.00
Int'l. Liaison	1,300.00
Nat'l. Liaison	250.00
Sect. Dev.	4,600.00
Commission on Proj.	9,300.00
Sceno. Expo.	3,500.00
Contingency	1,045.00
TOTAL	145,270.00

Board of Directors

This is the revised budget for the current year as approved by the Board at its December 1982 meeting. See minutes of the meeting for specific changes.

Women In Design International Competition Deadline

Women in Design International announces its second International Design Competition. The competition is open to all fields of design, and there are 18 categories in which a designer may enter; including Architecture, Ceramics, Fashion Design, Fibre Art, Theatrical Design, Photography, Graphic Design, Landscape Design, etc. Entries do not have to be designed specifically for this competition, nor should they represent simply one piece of work.

The winners of the 1982 competition will have the opportunity for their works to be part of a travelling exhibit, as well as being represented in the Second Annual Compendium. The first Women in Design

International Competition (1981) drew entries from fourteen countries and from forty of the United States. The resulting compendium contained the work of 160 women; the preparation of this book was funded in part by a grant from the National Endowment for the Arts Design Arts Program.

All entries must be submitted on 35mm professional quality slides with a maximum of 10 slides. Do not send any original art. Entry fees are \$25 for 5 slides in one category or \$40 for 10 slides in one category. **ENTRIES MUST BE POSTMARKED BY FEBRUARY 15, 1983** accompanied by full remittance.

For further information and the required registration form, contact:

Women in Design International
P.O. Box 984
Ross, CA 94957

Notice Of Annual Meeting

The Annual USITT General Membership Meeting will be held at the Corpus Christi National Conference on Saturday, March 26 at 2 PM. We welcome all members to attend.

National Conference Travel Arrangements

The 1983 National Conference will be serviced by Envoye Travel Agency and American Airlines. American Airlines will guarantee the lowest airfares between Corpus Christi and the attending member's home city. There are approximately 1000 seats available in and out of Corpus Christi on Tuesday, March 22 and Sunday, March 27, which are predicted to be the busiest days. If American Airlines does not service your particular city, you can still make reservations for the Conference through them.

American Airlines has provided toll-free numbers for USITT members to use. For those members flying from outside of Texas to Corpus Christi, dial 1-800-433-1790; members in Texas can dial 1-800-792-1160. In either case you **MUST** provide the American Airlines Convention Service with the following: STAR Number 5686.

If you intend to pay by credit card, please plan to give the following information: 1) card number, 2) expiration date, 3) mailing address, 4) business phone, 5) home phone. If you are not paying by credit card, then American Airlines will

National Arts Jobbank

The Western States Arts Foundation announces a subscription rate increase for *The National Arts Jobbank* effective January 1, 1983. Jobbank subscription rates are *currently* a mere \$15 for a six-month subscription of 12 issues and \$27 for a year's subscription of 24 issues. Due to increased costs of publication and postage, rates will be \$18 for a six-month subscription of 12 issues and \$32 for a one-year subscription of 24 issues. *Subscriptions will be accepted at the low rates of \$15 and \$27 before January 1, 1983.*

The National Arts Jobbank provides a central source of current job openings in the visual and performing arts, arts education, arts marketing and general arts administration. Employers listing with the service include universities, state and local arts agencies, national service organizations, art centers, museums, symphonies, and theatre, dance and opera companies. The typical listing describes a position's responsibilities, qualifications, salary level, deadline and application procedure.

forward your reservation to Envoye Travel Agency, who will then send you an invoice. You can, then, send your payment to Envoye Travel, who must receive it before your tickets can be released. All tickets will be held until 21 days before departure, at which time they will be mailed to you.

This is the best part of using our travel agency: You can make reservations now, and if there is a price reduction between now and your departure date, you will receive a rebate, therefore insuring the lowest possible prices. If you pay by credit card you will be credited with any savings in fare.

There is a third telephone number available to you: 806-793-3901, Envoye Travel Agency. You may call collect and ask for David Whitlock.

Whether you use the travel agency or American Airlines, Envoye will check all reservations for flight times and insure members of USITT the lowest possible fares to the 1983 National Conference.

Taxes And You

There have been several tax law changes regarding office space, second incomes and educational expenses. Check with an accountant, the local IRS office or a good regulation book. It is now possible to get home office credit for second jobs more easily. However, keep very accurate records to prove that: one, you use the office or shop space exclusively (or prorated) for your business; two, that you are using it as a professional source of income. The latter especially applies to those who are designers or who make a craft or arts product. IRS is very leery of what they consider the weekend amateur. Keep good records. There are several good books available at most office supply stores (and their cost is deductible). It's equally possible now to deduct expenses of a business that is not related to what you normally do as long as you prove that it is intended as a business.

The Annual Conference and other educational seminars that you attend for the purpose of keeping your current job are generally considered tax deductible. Keep accurate records — including, if applicable, a letter from your employer indicating the above.

For further information on Educational Expenses check with your local IRS office and ask them to send you IRS publication 508 (REV. Nov 1981) *Educational Expenses.*

Jean Webster, Administration Liaison

FEDAPT Announces Theatre/Dance Middle Management Program

The Foundation for the Extension and Development of the American Professional Theatre (FEDAPT) will conduct the seventh year of the Middle Management Program for managers working in not-for-profit professional theatre and dance companies. The Theatre/Dance Middle Management Program is held at the Eugene O'Neill Memorial Theater Center in Waterford, Connecticut, and presents three non-consecutive, intensive one-week workshops devoted to the in-depth investigation of management issues affecting the arts. This program is available to approximately 15 middle managers or managing directors that work directly with the issues to be discussed. Each participant must be nominated for each individual week from their respective professional theatre or dance company and selected through a review process.

Jessica L. Andrews, Theatre Program Director and Nello McDaniel, Dance Program Director of FEDAPT will administer the program. Each week will have a Co-Director and working professionals as seminar leaders.

The agenda for the seventh year is as follows:

January 3-7: PUBLIC RELATIONS AND AUDIENCE DEVELOPMENT (MARKETING)

Co-Directors: Rosalind Heinz, Communications Director, Yale Repertory Theatre and Michalann Hobson, Marketing Consultant

May 2-6: FISCAL MANAGEMENT — PLANNING, CONTROL, INFORMATION

Co-Director: To Be Announced

June 27-July 1: DEVELOPMENT (FUND RAISING) AND INSTITUTIONAL PLANNING

Co-Director: William Stewart, Managing Director, Hartford Stage Company

For further information and a nomination form, please write Theatre/Dance Middle Management Program, FEDAPT, 165 West 46th Street, Suite 310, New York, New York 10036 or call (212) 869-9690.

1983 USITT ANNUAL NATIONAL CONFERENCE

		Wednesday, March 23				Thursday, March 24				
7:30		Open Registration				Section Meetings as requested Student Members Meetings Publication Committee				Time & Health
9:00		Executive Committee				8:30 Exhibits Open - Cont. Break.				8:30 E
9:15		Finance Committee				9 Costume Men's Tailoring Techniques for Theatre	10 Admin. Interviews: Role Playing	11 L & S Use of Unconvent. Lighting Instruments	12 H & S Developmnt of H & S Committees for USITT Sections	Ne
10:45		Graphics Committee Exhibits Open (10:00)								33 SD Artist Copy-rights for the Stage Designer
11:00		Old Nominations Committee (tellers)				13 L & S Lighting a Theatrical Performance For Video Taping	14 Engin. Rigging Standards Committee Report	15 Arch. The Multi-purpose Arena as a Theatre Form	16 Tech. Pro. Use of Authentic Firearms on Stage	37 C, L & S Trends in Lighting on Make-up
12:30		Section Chairpersons' Meet								
12:30		Lunch Health & Safety Commission Architecture Commission				Lunch Administration Commission Costume Commission Architecture Commission				Lunch Scen Engin Secti
2:00		Board of Directors				17 C L & SD Everything About Portfolios	18 H & S Operating Rig. Strnds: Applied Safety Procedures	19 Education Lighting Graphics Standards: Committee Presentation	20 Arch. Archit. Spectacle in Theatre Design	41 SD Airbrush Technique for Stage Design
3:30		1 S.C. Photography for the Stage Designer	2 Admin. Interview Techniques: Interviewer	3 Tech. Pro. Backstage Security	4 SD Mechanical Animation for Epcot					
3:45		5 Costume The Costume Industry: The State of the Prof.	6 Admin. Interview Techniques: Interviewee	7 L & S Instrument Design	8 Arch. Theatre Architecture Forms: Aest. Space	21 Costume Tutu Construction	22 L & S Eye-Brain Function Response /Ear Brain	23 Education TDITCH: Committee Presentation	24 Arch. Architecture Showcase	45 Costume Demo: Wig & Moustach Ventilation
5:15		Dinner Exhibits Close (6:00) Commission on Projects National Liason Committee Awards Committee				Dinner Exhibits Close (6:00) Section Meetings as requested Scenic Design Commission Fellows Meeting				Fellow Dinne Exhibi
7:30		7:30 Keynote Address				25 C & SD Heritage Series/ Frank Bevan	26 L & S Ambio-phonics of Sound Systems	27 H & S Divorce, Burnouts, and Heart Attacks	28 Admin. Training for the Business End of Show Business	49 Costume Demo: Wig & Moustach Ventilation
9:00		New Products Showcase								
9:15						29 Costume Costume Design Trends in British Theatre	30 L & S Demo of Digital Acoustical Simulator	31 H & S Case Studies: Injuries and Fatalities in the Entertainment Industry	32 Arch. Architecture Showcase	53 Costume Romanticisr in Costume Design
10:45										

NOTE ERROR: Mary Moore, Treasurer
6/Winter 1982-83

E, CORPUS CHRISTI, TEXAS

Friday, March 25			Saturday, March 26			
Place Committee Safety Commission			International Liaison Commission Lighting & Sound Commission			
Exhibits Open - Cont. Break.			8:30 Exhibits Open - Cont. Break.			
Nominations Committee			57 SD Fiber Art as Scenic Design	58 Tech Pro Fire on Stage	59 Engin. Theories of Colorvision	60 Education Design/Tech Course Guide (Final Presentation)
34 Engin. History of Room Acoustics	35 L & S Sound Systems: Replacement & Upgrading	36 Tech. Pro. Standard Forms and Formats for Prod. Mgt.				
38 Admin. Liabilities of Facilities Management	39 Arch. Theatre Facility Design as a Discipline and Career	40 Tech. Pro. Computer Based Production Management	61 Costume Kinesthesia and Plastic- ity: Costume for Modern Dance	62 L & S Systems for the Hearing Impaired	63 Arch. High School Theatre Design: School and Civic Center	64 C, L, & SD Outdoor Drama: Planning & Realization
Design Commission Engineering Commission Chairpersons (Budget)			Lunch Exhibits Close (12:30) Education Commission Tech Production Commission Scenography Commission			
Board of Directors #2			General Membership Meeting			
42 Ed, L & S History of Memory Control Systems	43 Education Innovations in Design/ Tech Educ.	44 H & S Reproductive Hazards to Female Tech.				
46 L & S Design Process: A Personal View	47 Arch. Architectural Showcase	48 H & S Handicapped Access: Planning for the Architect	65 SD Aesthetics of Property Design: Selection & Construction	66 Admin. Marketing and Business Office Management	67 Engin. Necessary Electrical Practices	68 Education Production Handbook
Reception - all members invited Close (6:00)			Section Meetings as requested			
50 Tech. Pro Question & Answer Panel: Problem Solving	51 Engin. UL Approval Process	52 Arch. Theatre Restoration and Renovation	7:00 - 8:00 Cocktail Hour Annual Awards Banquet			
54 L & S Broadway Sound Design	55 Arch. Theatre Facility Design Process	56 Engin. Photometrics				
Conference De-Briefing						

University of Texas At Austin Acquires Gloria Swanson Archive

AUSTIN, Texas (Spl.)— Calling it "our last chance to get the greatest silent film archive," Decherd Turner, director of the Humanities Research Center at the University of Texas, has announced the acquisition of a 100,000-item collection from the film star Gloria Swanson.

Negotiations with Miss Swanson, now in her 80's and living in an apartment on Fifth Avenue in New York City, began in May 1982, and concluded Nov. 17 with the delivery of 78 boxes and four file cabinets full of materials to the Harry Ransom Center.

Contents of the collection cover the years from 1913 to the present and include handwritten notes for Miss Swanson's autobiography "Swanson on Swanson" (published in 1980), scripts and publicity photos related to her many films, and correspondence with Mary Pickford, William Faulkner and other famous persons.

Also included in the Swanson archive is a letter from 12-year-old John Kennedy, thanking the screen star for a gift. In her autobiography, Miss Swanson revealed a three-year romance with John Kennedy's father, Joseph P. Kennedy, who served as her business manager for a time. Correspondence with the Kennedys and certain other items in the collection will remain sealed until 2000, Mr. Turner noted.

Among the stars of the silent screen era, he said, "Swanson was IT."

The Hoblitzelle Theater Arts Library on the seventh floor of the Harry Ransom Center will house the Swanson archive. The collection will fill what Mr. Turner describes as a blank space in the history of films of the silent era. Heretofore, that period was represented in the HRC collections primarily by visuals such as movie posters.

The Swanson material adds publicity photos; film, theater and radio scripts; videotapes and cassette recordings; scrapbooks, diaries and business records; professional and personal correspondence; press clips, fan mail and three-dimensional works, as well as paintings by Miss Swanson and paintings of her by friends.

Born in Chicago in 1899, the actress began her career at the Essanay Company studios in Chicago in 1914. That same year, she met and worked with Charlie Chaplin.

The following information is taken from the timetables of the 4 major airlines serving Corpus Christi as of December 1982. It is, of course, subject to change before March of 1983; however, the schedule then will probably be very similar.

19 FLIGHTS ARRIVING CORPUS CHRISTI

Time	Carrier	Flt #	From	Dep.	Also	From	Dep.	Also	From	Dep.
7:00a	CO	692(790)	LRD	6:28						
9:33a	CO	921	IAH	8:45		MAF	6:50			
10:20a	WN	17	HOU	9:35		DAL	8:30		OKC	7:35
11:36a	CO	774	IAH	10:48						
12:20	WN	33	HOU	11:35		DAL	10:30			
12:21	AA	325	DFW	11:10		BOS	7:27			
12:52	EA	1623	SAT	12:17		ATL	10:35			
1:26	CO	932	LRD	12:54						
2:20	WN	49	HOU	1:35		DAL	12:30		AMA	11:20
4:05	AA	420	DFW	2:50		OAK	9:02			
4:17	CO	155	IAH	3:30		ORD	12:30			
4:20	WN	65	HOU	3:35		DAL	2:30		AMA	1:20
6:00	WN	77xsat	HOU	5:15		DAL	4:00			
7:13	EA	1631	IAH	6:30		ATL	5:10			
7:20	WN	89	HOU	6:35		DAL	5:30			
7:59	AA	211	DFW	6:42		OKC	5:00			
8:23	CO	851(765)	IAH	7:35		SRQ	5:51		FMY	5:00
9:20	WN	105xsat	HOU	8:35		DAL	7:30		ELP	4:45
11:20	WN	121 sun & fri only	HOU	10:35		DAL	9:30		MAF	8:15

19 FLIGHTS DEPARTING CORPUS CHRISTI

Time	Carrier	Flt #	Nonstop	To	Ar.	On	To	Ar.	On	To	Ar.	On	To	Ar.
6:35a	WN	10 x sun	HOU		7:20		DAL	8:20		MAF	9:35			
6:47a	EA	124	IAH		7:35		ATL	11:15		PHL	1:50		YUL	3:39
6:53a	AA	308	DFW		7:59		MCI	10:04						
7:21a	CO	692	IAH		8:05		LITx6	9:53		DCAx6	1:22			
10:16a	CO	670	IAH		11:00		DFW	1:00						
10:35a	WN	42	HOU		11:20		DAL	12:20		MAF	1:35			
11:59a	CO	774	LRD		12:31									
12:35	WN	58	HOU		1:20		DAL	2:20		MAF	3:35			
1:00	AA	506	DFW		2:10		LIT	3:55						
1:40	EA	254	SAT		2:17		ATL	5:50		SDF	8:51			
1:47	CO	932	IAH		2:30		MAF	4:31		LBB	5:28		DEN	9:32
2:35	WN	74	HOU		3:20		DAL	4:20		MAF	5:35			
4:35	WN	90	HOU		5:20		DAL	6:20		OKC	7:25			
4:46	AA	129	DFW		5:55		RNO	8:05						
5:10	CO	152	IAH		5:57		ORD	9:00		MKE	10:00			
6:35	WN	106xsat	HOU		7:20		DAL	8:20		OKC	9:25			
7:35	WN	114	HOU		8:20		DAL	9:20		TUL	10:35			
8:45	CO	851	LRD		9:17									
9:35	WN	130 sun & fri only	HOU		10:20		DAL	11:20						

Awards

In 1918, she began an association with Cecil B. DeMille, who gave her starring roles in such films as "Don't Change Your Husbands" and "Male and Female."

Miss Swanson later appeared in more than 20 films for Paramount studios, including "Beyond the Rocks" with Rudolph Valentino, "Manhandled," "Zaza," "A Society Scandal," "Madame Sans-Gene" and "Fine Manners." Her own productions included "Queen Kelly" and "Sadie Thompson."

She received three Academy Award nominations — for her performances in "Sadie Thompson" (1927), "The Trespasser" (1929) and "Sunset Boulevard" (1950).

The Council for International Exchange of Scholars (CIES) announces that applications are now being accepted for Senior Scholar Fulbright Awards abroad during 1983-84. Over 200 lecturing and research awards are available in all academic disciplines and most countries.

There is now no specific deadline for receipt of applications. As CIES receives and reviews applications, awards will no longer be available. Individuals should therefore act promptly if they wish to be considered for an award in 1983-84.

Applications and further information may be obtained from CIES, Eleven Dupont Circle, Washington, D.C. 20036, Tel.

202-833-4950, or from The Office of the Graduate Dean at graduate institutions (the Office of International Programs at some institutions) or The Office of the Chief Academic Officer at undergraduate institutions. *Prospective applicants should verify with a CIES program officer that a particular award is available before completing an application.*

All applicants must be U.S. citizens, hold a doctorate or other higher degree, have significant professional or teaching experience, and, in some cases, be fluent in a foreign language.

The Fulbright program is funded and administered by the United States Information Agency.

USITT ARTS ADMINISTRATION COMMISSION MEMBERSHIP SURVEY

PREAMBLE: Recognizing that many USITT members serve in administrative, supervisory or managerial positions, the Arts Administration Commission is undertaking an Institute-wide survey of all members to develop a representative member profile, that will assist the Commission in serving the needs of the Institute. The success of this canvas is directly dependent on the response from the membership. We need **YOUR** support. Even if you **never** supervise or administer, please return a form. Feel free to add any additional information that you think might be valuable.
Please complete the seven sections of the questionnaire, sign it if you wish, and return by mail to the New York office (fold, staple, and affix postage).

EDUCATION: High school diploma _____ College or technical school diploma _____
Undergrad degree _____ Graduate degree _____ (specify).
Other administrative training _____

EMPLOYER: Company type: _____ (rep. theatre, university, consultant, etc.)
Total # of theatre employees: _____ Number of technicians _____
Number of full productions per year _____

second fold

PERSONNEL MANAGEMENT: Number of staff supervised _____ Do you hire or fire staff? _____

		Frequency				
		never				daily
		1	2	3	4	5
(for following questions, indicate usual frequency by circling appropriate number)						
	Do you participate in staff interviews	1	2	3	4	5
	Do you participate in staff evaluations	1	2	3	4	5
	Do you negotiate or sign contracts	1	2	3	4	5
	Do you bargain directly with unions	1	2	3	4	5
FINANCIAL MANAGEMENT:	Do you purchase/rent equipment	1	2	3	4	5
	Do you personally keep accounts	1	2	3	4	5
	Do you approve expenditures	1	2	3	4	5
	Do you prepare and/or administer budgets	1	2	3	4	5
	Participation in fund-raising activities	1	2	3	4	5
	Participation in tax administration	1	2	3	4	5

COMMUNICATION:	Do you communicate directly with:					
	— carpenters, costumers, set-up crews, etc.	1	2	3	4	5
	— runnings crews, operators	1	2	3	4	5
	— stage manager/T.D./production mgr.	1	2	3	4	5

first fold

(internal)	— actors/musicians/chorus/dancers	1	2	3	4	5
	— designers/design staff	1	2	3	4	5
	— directors	1	2	3	4	5
	— box office/foh staff	1	2	3	4	5
	— general manager	1	2	3	4	5
	— artistic director	1	2	3	4	5
	— board of directors	1	2	3	4	5
(external)	— suppliers/contractors/licencees	1	2	3	4	5
	— agents/touring staff	1	2	3	4	5
	— funding agencies	1	2	3	4	5
	— union representatives	1	2	3	4	5
	— government regulatory bodies	1	2	3	4	5

UNITED STATES INSTITUTE FOR THEATRE TECHNOLOGY
330 West 42nd Street, Suite 1702
New York City, NY 10036
(ARTS ADMINISTRATION SURVEY)

place
stamp
here

Name: _____

Address: _____

City: _____

State/Prov: _____

Zip/Postal: _____

FACILITY
MANAGEMENT

Responsibility for : Plant maintenance _____ : Equipment maintenance _____
(check) : Staff planning _____ : Programming _____
: Front-of-house _____ : Crowd control _____
: Concessions _____ : Coat check _____
: Box-office _____ : Publicity/PR _____

GENERAL
INFORMATION
(optional)

Age bracket: 0-20_____; 21-30_____; 31-40_____; 41-50_____; over 50_____
Salary bracket: 10,000-20,000_____; 20,000-30,000_____; 30,000-40,000_____;
40,000-50,000_____; over 50,000_____
Male:_____; Female:_____

ARTS ADMIN.
COMMISSION
(optional)

Please send me the survey results_____. (if yes, please complete return
I wish to continue to be involved address, plus telephone and
and active on the Commission _____. affiliation (if any) below).

Telephone: (____)_____

Affiliation _____

TDTICH Project ³

The Theatre Design and Technology Internship Clearinghouse project is now fully operational. Students interested in obtaining the latest information concerning internships need only contact the national office of the U.S. Institute for Theatre Technology, 330 West 42nd Street, Suite 1702, New York, New York 10036.

An individualized computer print-out containing detailed information about the experiences offered by a theatre or a firm will be sent directly to the person requesting it. Internship opportunities are available in the following areas: Administration (Box Office, Business Management, Public Relations, etc.), Design (Scenery, Costume and Lighting), Technical Production, Costume Technology, Management (Stage Management and Production Assistance), and Manufacturing and Sales. Each request must indicate which area is desired and be accompanied by a \$3.00 handling fee for each area requested. The list contains names of theatres and firms which accept as interns bonafide students enrolled in an academic program of study; this is **not** a job placement service.

The work sites are asked to keep their entries up-to-date so that information supplied to students is as current as possible. Over one hundred twenty different organizations are represented in the present listings. This on-going service of the USITT is the result of over two years of work by a committee chaired by Harvey Sweet, of the University of Northern Iowa, and Don Stowell, Jr., of Florida State University, where the computer operation is coordinated by Jack Miller.

Philadelphia College Of Art Introduces Architectural Studies Major [ⓧ]

Philadelphia College of Art has announced a change in curriculum designed to provide training and education in architecture and interior architecture for students desiring to become part of design support teams, or as preparation for graduate study in architecture.

The new department, known as the Architectural Studies Department, will supplant the existing Environmental Design

1983 Conference, Administration Commission

In the on-going "service to the members" programming provided by the Arts Administration Commission, three programs will focus on the "ways and means" of resumes, portfolios and interview techniques for both the job seeker and those involved in conduction interviews.

In addition there will be other programs touching on the same subject by the Costume Commission. In reference to

the Administration Commission programs, these are scheduled to be given early in the conference so that those planning to do job interviews at the conference may use them for their assistance. However, even if you are not planning an immediate job search please bring portfolios, resumes and plan to attend the role-playing sessions which will be critique of material and techniques. Without your material these sessions will not be helpful to you in the future.

If you want further information about these sessions please contact Jean Webster, 17822 Orrville Rd., Chesterfield, MO 63017.

New Information Guide To American Actors & Actresses

American Actors and Actresses: A Guide to Information Sources (Gale/about 660pp./\$42.00) lists and describes the major published sources of information on American actresses and actors. Included in the information guide are some 250 individuals who were associated primarily with the legitimate stage, from its eighteenth-century roots to the present time. While most of the actors and actresses covered in the guide were born in America, a number of eighteenth-century English performers who forged a theatrical tradition in America are included. Also covered are stars of foreign birth who had substantial and influential careers in the United States.

American Actors and Actresses is arranged in two major parts. In the first part, annotated bibliographic entries are furnished for a wide range of general

information sources on American actors and actresses, including general references, dictionaries, encyclopedias, and biographical guides; biographies and indexes; general and specialized histories, surveys, and regional studies; books and serials; biographies and autobiographies.

The second and largest part of the guide is devoted to individual performers. Also covered in this part of *American Actors and Actresses* are notable acting families, such as the Barrymores and the Booths, along with individual family members. For each individual performer, the guide furnishes annotated bibliographic listings for books and articles about the performer. Citations are limited to major published sources in English and do not include, as a rule, dissertations, newspaper articles and obituaries, reviews of specific performances, or collections of personal papers.

Completing *American Actors and Actresses* are comprehensive Author, Title, and Subject Indexes.

Department, effective with the Spring semester '83. It will be chaired by Professor Larry Mitnick, a former faculty member at Harvard University.

In making the announcement, Dr. Joanne Ryan, Dean of Academic Affairs said: "Our aim at the College is to become the nation's best 'feeder school' for graduate schools of architecture."

The new major will focus on four areas of study including design studio, technology, drawing and the history and theory of architecture.

Professor Mitnick holds a Bachelor of Architecture degree from Cooper Union and a Master of Architecture from Harvard. Before teaching at Harvard University, he

taught at Ecole Polytechnic Federal du Lausanne in Switzerland. He is a licensed architect and has had several commissions for residential and commercial buildings in the Boston area. In 1981 he received a citation from *Progressive Architecture* magazine for a multi-housing design for Harvard Emeritus faculty.

Philadelphia College of Art is the largest degree-granting accredited art college in the Mid-Atlantic region. It offers undergraduate and graduate degree programs in the Fine Arts, Crafts and Design. The curriculum is strongly liberal-arts oriented with specific liberal arts course requirements mandatory for graduation.

PRE-REGISTRATION FORM
USITT NATIONAL CONVENTION, Corpus Christi, Texas March 23-26, 1983

Pre-registration forms must be received by February 28, 1983, to avoid late fee.

INDIVIDUAL (\$45.00) \$ _____
SPOUSE (\$30.00) \$ _____
STUDENT (\$20.00) \$ _____
NON-MEMBER (\$70.00) \$ _____
TOTAL ENCLOSED \$ _____

MAIL WITH FULL PAYMENT TO:

John Michael Warburton
Midland Theatre
2000 W. Wadley
Midland, Texas 79701
Phone: 915-682-2544

NAME: _____ ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
ORGANIZATION: _____

REFUND POLICY: Refunds available upon written notification received by the 1st day of the convention. After the 1st day, no refunds available.

ATA MEMBERS: Attend at USITT member rates. Must include proof of membership (photocopy of current membership card) with this registration form.

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