

THTR 3701 - Professional Preparation

Fall 2026 Syllabus, Section 01, CRN 43858,

Credit hours: 3

Instructor

Todd Dicken

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Public Instructor Information

Instructor Title: Senior Lecturer

Instructor Professional Qualifications: M.F.A. Theatre Scenic design, Kent State University, 1998. B.A. Speech Communication with a Theater Emphasis, Youngstown State University, 1988.

Instructor Office Location: Bliss Hall Room 1246

Instructor Office Phone: 330-941-1857

Course Description

3701. Professional Preparation. Preparation for careers in the theatre industry through lecture and discussion addressing business concerns for the theatre professional. Course content covers contracts, taxes, marketing and social media, resumes, e-portfolios, auditioning/interviewing, representation, unions, and general industry legal considerations. Prereq.: Junior standing as theatre major. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Optional	The Profitable Artist: A Handbook For All Artists IN The Performing, Literary, and Visual Arts	New York Foundation for the Arts (Editors: Cobb, Hogan and Royce)	978-1-6253-642-0

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Schedule of Topics and Assignments

Day	Date	Proposed Topic	Due/To Prepare for Class
Tue	8/25	Intro., Syllabus, USITT, ACTF, Summer Entertainment Industry.	
Thu	8/27	Project 1: Potential Employment Opportunities List	
Tue	9/1	Planning and Strategies: "SWOT" & "The Business"	
Thu	9/3	Seasonal & Regional Theaters (LORT)	
Tue	9/8	Legal Issues: Intellectual Properties.	
Thu	9/10	Legal Issues: Liability	
Tue	9/15	Contracts. Actor's Equity.	
Thu	9/17	United Scenic Artists	
Tue	9/22	Business Entities	
Thu	9/24	"Is Disney hiring?"	
Tue	9/29	Budgets and Payments: Hourly, Salary, Contractually	
Thu	10/1	Project 2: Personal Budgets	
Tue	10/6	Financial Terminology: Death & Taxes!	



Thu	10/8	Project 3: Personal Taxes. 1099 Form.
Tue	10/13	Personal Finance and Savings.
Thu	10/15	Project 4: Groceries, Rent, Utilities.
Tue	10/20	Commercial Work ("Bread & Butter!")
Thu	10/22	Project 5: Create Your Own "Farkle Narb" Commercial
Tue	10/27	Managing Your \$\$\$\$. Emergency Prep. Savings.
Thu	10/29	Health and Auto Insurance
Tue	11/3	Marketing, Resumes, Portfolios
Thu	11/5	Resumes & Portfolios, cont.
Tue	11/10	Marketing Tools & Resources, Resume Updates cont.
Thu	11/12	Project 6: Updated Resumes.
Tue	11/17	Pricing Your Art.
Thu	11/19	Paying for Your Art.
Tue	11/24	Where are the jobs? Where to search?
Thu	11/26	YSU Closed.
Tue	12/1	Putting It All Together. (The Five-Year Plan)
Thu	12/3	Project 7: The Five-Year Plan
Thu	12/10	Final Exam Presentation: The Five Year Plan.

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.