Department of Theatre
Administrative Staff 2014-2015

Savenda Fulton.82
Fiscal/HR Manager

Administrative Support
Promotion & Tenure
Public Record Requests (Sunshine Law)

Financials
Administrative, Seasonal and Production Budgets
Distribution of Procurement Cards
Grant Management

Personnel (Human Resources)
Contact Information
Hiring, Payroll & Time Keeping Set-up

Travel
Pre-Authorization and Airline Accommodations
Reimbursement of Approved Expenses

Sheree Greco.73
Production Manager

Productions
Production Budgets
Production Calendars
Stage Management
Virtual Callboard Administration
Buckeye Box Administration
Rentals

Carmen Support
ASC Tech (688-4447 / asctech@osu.edu)
Carmen@osu.edu

Damian Bowerman.11
Graduate Studies and Publicity Coordinator

General Operations
“Customer” Service Support (Mornings)

Graduate Studies
Contact Information
Course Permissions
Deadlines, University & Departmental
Graduate School Liaison
Program Requirements & Graduate Handbook
Recruitment & Admissions
Student Files

Public Relations
Development Contact Information & Correspondence
Encore
Guest Artist Publicity
Promotional Events
Publicity - Deadlines, Creation & Distribution
Theatre Roundtable Representative

Website Maintenance

Rachel Barnes.209
Box Office Manager

Theatre Box Office Operations
All Department cash and credit card sales/handling
House Management
School Tour Bookings & Logistics
Ticketing Operations for Dance & Music
Ticketing Liaison: Wexner Center, CAPA, CATCO, Available
Light Theatre

Financial/HR Back Up
Timekeeping
Travel Reimbursement of Approved Expenses

The Box Office is open Monday through Friday from 10AM to 4PM
and 90 minutes before each performance. Methods of payment include
cash, check, Visa, MasterCard, Discover, American Express, and
Back-ID.

Chris Zinkon.3
Resident Technical Director

Productions
Facility Access
Manage all production aspects
Theatrical Safety Standards

Beth Josephsen Simon.286
Undergraduate Studies Coordinator

General Operations
Computer Lab Entry Access
“Customer” Service Support (Afternoons)
Departmental Email Announcements (Notes & News)
Facility Maintenance & Scheduling
Office Graduate Assistant & Work Study Supervision
Script Sign-Out

Curriculum Coordinator
Book Order Coordination
Curriculum and Course Scheduling
(includes Carmen Access)

Narrative Evaluations

Undergraduate Studies
Advising
Contact Information
Course Permissions & Scheduling
Deadlines and Program Requirements
Display/Directory Boards
Student Files

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What the office staff are NOT responsible for

**Computer/technical support**  
For questions relating to your email, computer and software, computer lab, printers and smart classrooms contact ASC Technology Services at 614-688-4447 or asctech@osu.edu.  
For questions relating to email or your OSU username and password, contact the Office of Information Technology at 688-HELP.

The Office of Continuing Education offers non-credit training courses for many software programs.  
Visit [http://www.continuinged.ohio-state.edu/CED_noncreditComp.html](http://www.continuinged.ohio-state.edu/CED_noncreditComp.html) for more information.

**Creating Electronic Course Packets**  
We encourage the use of scanned articles and texts as a supplement to your required text. Unfortunately, the main office is not staffed to support the conversion of documents into an electronic format. We will, however, be happy to provide you with instructions on how to make these conversions using the equipment available in the department. (See Department Copy Policy for more details.)

**Placing Book Orders**  
All book orders should be placed by the instructor of record through The Ohio State University Bookstore. Visit [http://ohiostate.bncollege.com/](http://ohiostate.bncollege.com/) and click on Faculty to place your book order.

**Printing class rosters or posting grades**  
Only the instructor of record for a course can access the course roster and post grades via the internet.

**Providing office supplies**  
We keep a basic stock of items (stapler, white out, paper clips, tape, pens, scissors, etc.) that are available for use in the main office only. Unfortunately due to the restricted budget we cannot supply these items for all faculty, staff, or student offices.

**Supplying directory information**  
We have information for faculty, staff, and students within the department. For information on other departments, we suggest you try OSU’s web directory ([http://www.osu.edu/findpeople.php](http://www.osu.edu/findpeople.php)), or the Office of Human Resources (292-2707). For information on organizations outside of OSU, you could start with an internet search engine.

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**Department of Theatre Copier Policy**

- Faculty and staff members are each allocated 750 copies per semester to support their teaching, research and service.
- Whenever possible, reduce font size and layout to keep syllabi to two duplexed pages.
- **Xeroxed handouts for classes should be kept to a minimum.** For a class that frequently utilizes handouts, please compile a course packet that your students can purchase at UniPrint or place on Carmen for the student to download.
- All graduate teaching associates who are teaching and preparing syllabi for courses or recitations, must have their syllabi approved by their supervising faculty member prior to duplication. Only the supervising faculty member can authorize duplication of syllabi. GTA’s may only use their copy code for their teaching responsibilities. All other copies (including coursework and student productions) must be made by a member of the office staff and paid for at the current rate of $0.10 per sheet of paper (regardless of size or duplexing).
- Prior to and at the beginning of each semester, please send syllabi to Beth Simon.286 for duplication, allowing a minimum of 2 business days for completion. Centralizing the duplication of syllabi decreases the number of wasted copies (quantity will be based on enrollment plus a few extras) and reduces the line at the copier during the first week of the semester. Syllabi that have been submitted for duplication will automatically be put on file – you will not need to submit a hardcopy for the file.

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**Helpful Links**

- [http://buckeyelink.osu.edu/](http://buckeyelink.osu.edu/) - Courses, students, advising, deadlines, etc.
- [http://hr.osu.edu/](http://hr.osu.edu/) - Office of Human Resources
- [http://www.gradsch.ohio-state.edu/](http://www.gradsch.ohio-state.edu/) - Graduate School

*Rev. 08/15/14 SLF*