

New York City College of Technology  
OF THE CITY UNIVERSITY OF NEW YORK

Professional Activity Report and Self Evaluation  
Susan Brandt

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**BACKGROUND**

1. Date: 10-06-14
2. Name: Brandt Susan
3. Department: Entertainment Technology
  
4. Date of first NYCCT appointment on tenure bearing line 09/08
  
5. Present Rank: Assistant Professor 5A. Effective Date of Present Rank 09/08
  
6. Bachelor's Degree: California State Polytechnic University Pomona 1988
  
7. Master's Degree: Master of Fine Arts  
University of Southern California 2000
  
8. Thesis Title: Scenic Design *a Mid Summers Night Dream* Spring 2000  
Scenic Design *A Winter's Tale* Spring 1999
  
12. Thesis Advisor Professor Don Llewellyn University of Southern California 2000
  
13. Basis for Doctoral Equivalent if relevant: Professional Design of Large Scale Productions
  
14. Professional licenses or certifications:  
Member IBEW 40 1998-Present
  
15. Summary of Previous Employment: (List in reverse chronological order):  
**Professor of Theatre Technology** Five Towns College January 2008

**Manager Product Development and Quality Control** - Rosco Laboratories- March 2007-December 2007  
**Technical Theatre Manager**- University of Southern California- 1996-2007  
**Stage Manager**- Universal Studios Hollywood – 1996-1999  
**Lecturer** -University of Southern California 1998-2002  
**Lecturer** -University of Southern California – Summer Annenberg Program 1995-2002  
**Lecturer**- Technical Director and Scenic Designer- San Bernardino High School 1994-1996  
**Lecturer**- Production Designer- Norco Community College – 1994-1996  
**Theatre Technician**- University of California Riverside – 1987-1996

## TEACHING

See **“Guidelines” section III B**

16. List all courses taught at New York City College of Technology

- ENT 1103 Electricity for Entertainment Technology
- ENT 1203 Electricity Lab for Live Entertainment\*
- ENT 1101 Introduction to Entertainment Technology
- ENT 1102 Health and Safety in Entertainment\*
- ENT 4430 Project Management\*
- ENT 3430 Stage Management\*
- ENT 2220 Production 2
- ENT 4421 Production 4
- ENT 3420 Production 3\*
- ENT 4499 Culmination Project\*
- ENT 1250 Lighting Technology

\*Taught in 2013-14

17. List other teaching/instructional responsibilities.

- Formal academic advisement- responsible for curriculum development of freshman first year experience including ENT 1102, 1103.
- Formalize and develop of the culmination project poster presentation and oral presentation.
- Formalize mentor acquisition process for students taking culmination Project ENT 4499.
- Develop new course in Stage Management- Course has been developed and was offered in the fall Of 2013.

## SCHOLARLY AND PROFESSIONAL GROWTH

## 18. Publication

**Book Chapter**— Book title: *Dimensions in mentoring: A continuum of practice from beginning teachers to teacher leaders* (Sense Publishers) September, 2012 editors: Susan D. Myers and Connie Wilson Anderson. Section 2 Chapter 9 “[Mentoring Students in a Collaborative Team Environment of Live Performance Production](#)”

**Article**—non-referred scholarly journal (print)  
Susan B. Brandt. Technical feature article:” [Management Styles in a production environment](#)” *Protocol* (PLASA North America) (Spring 2011)

University of New Mexico; Mentoring Institute; Paper: [Mentoring in a Live Performance Environment](#); Oct 2011

### Conference presentations— peer reviewed

University of New Mexico; Mentoring Institute; Paper: [Developmental Relationships; mentoring students through the decision making moments of Collaborative Team Projects](#); Oct 2013

2013 City Tech Faculty Research Conference, Brooklyn NY, [Mentoring Across Disciplines](#), April 5, 2013

Broadcast Educations Association; Las Vegas Nevada, [Teaching Interdisciplinary and Cutting-Edge Skills in Live Entertainment](#), April 9, 2013

University of New Mexico; Mentoring Institute; [Mentoring in a Live Performance Environment](#); Oct 2011

### Conference presentations--

New York State Theatre Education Association, 2010-2012, 3 presentations [Production Calendars, Stage Managers Prompt books: documents and blocking notes, Designer portfolio review](#).

### Production

Performance (music, dance, theater)

“[Wingman](#)”, Theatreworks and the Next Little Big Things Productions, Voorhees Theatre, March 19-22, 2014.

“[Between Pretty Places](#)”, New York Theatre Intensives, Sublet Series, Here, New York, August 9-12, 2013.

["Willie Wonka"](#), Rippowan Middle School, Stamford Ct, May 31 and June 1, 2013.

["The Service Road"](#) Adhesive Theatre Project, the Martin Segal Theatre Center Production  
Presents Prelude 12, New York, October 4, 2012  
Lighting Designer

["The Service Road"](#) Adhesive Theatre Project, Voorhees Theatre, Brooklyn New York, January  
2013  
Lighting Designer

["Yael Manor"](#) Piano Concert St. John's Lutheran Church Stamford Connecticut, November 7,  
2010 Sound Recording Engineer

["Essentials of Flor"](#) Kristi Spessard Dance Projects, Mabou Mines/Residents Artists Program,  
Collaboration with Scenic Designer Professor Illya Azeroff, Architecture Department  
NYCCT; Lighting Designer, January 27-30 2011.

["Stephen Rapp"](#) Piano Concert St. John's Lutheran Church Stamford Connecticut, March 21,  
2011 Sound Recording Engineer

19. **Works in Progress** (indicate stage of development; include in the file documentation of completed works under consideration for publication, shows, etc.):

An examination of developmental relationships with the structure of teaching collaborative teamwork; University of New Mexico; Mentoring Institute; Paper and conference presentation: *Oct 2014*

Case Study, [Can disorganized thinkers become organized by teaching them to work in a collaborative team environment? Can the team be productive when they are making decisions? How does conflict effect their decision making moments?](#) IRB Proposal [approved](#) spring 2013. Data collection to begin fall 2013

[Arduino chip cue light system](#)— the project is the creation of a small portable cue light system for small productions and touring productions needing flexibility of installation and execution. Presented at Makerfaire September 29-30 2012

[Arduino/XBEE—Children's Book Project](#), The project is to create an interactive children's book to encourage reading. Book will have embedded sensors to trigger LEDs in a crown worn by the child. The led's are triggered in difference sequences that reflect what the child is reading. The child will activate the sensors by using a wand with an embedded trigger. Planned presentation Makerfaire 2013 Unit is in design phase. The proto type will be completed by July 2013. Event: Sept 20-22, Maker Faire 2013

21. **Grant Activity**

## SERVICE

### 22. Administrative Assignments

#### Department

Chair Selection Committee for *Collaborate!* Fall 2008 - present

- Select resident artists through evaluation, interview and selection of final live performance season.
- Develop procedures to identify and promote external collaborations with production companies. The outcome of the process becoming the ongoing live performance season.
- Create documents for application of resident companies.
- Contacted local arts organizations and notified them of the residency artists program. 2008-present
- Collated documents, researched, and did initial interviews of applicant producing organizations as part of the selection process

Liaison to the Mayor's Office of Film, Television and Broadcast 2014 Fall 2008-Spring

- Coordinated student participation in the professional film mixer during the Tribeca Film Festival. March 5, 2011.

Production Manager of all Entertainment Technology activities Fall 2008-present

Chair, Recruitment committee Fall 2009-Fall 2013

- Contacted High Schools, identified recruitment opportunities
- Coordinated faculty assignments for visits and tours

Curriculum Committee 2014 Fall 2008 – Spring  
David Smith Chair

#### College

The service to the college includes serving on panels, membership on campus wide committees such as the Student Disciplinary committee and Valedictorian committee. Providing production management support of campus wide events including LAF and panel presentations for other departments at Citytech. Working with the Artistic director to create, plan and present the collaborate artist in residence program.

<a href="#">Parse/PDP panel</a>	1/21-14
Student Disciplinary Committee <a href="#">Member</a>	Spring 2013- present
<a href="#">Valedictorian Committee member</a>	Spring 2014
<a href="#">Presenter at Helping Guide not yet tenured faculty 2012</a>	Fall 2012
Department representative for School of T&D Assessment Committee	Spring 2011-present
Faculty representative to the PSC union	Fall 2010-present

## Campus Event Support

<a href="#">Literary Arts Festival</a>	4/10/2014
<a href="#">Cannon/CUNY Anti-Counterfeit event</a>	5/1/2014
<a href="#">MET Event</a>	2/17/14
Q-Lab Presentations	3/6/14
Ringling Brothers Presentation	2/18/14
B and H Training Day	2/6/14
Citytech Student Talent Show Spotlight	12/6/2013
<a href="#">MakerFaire Planning</a>	9/22/14
SMAART Training	2/19-21/2013
Theatre Development Fund/CUNY Careers Backstage	2/16/12
B and H Training Day	5/5/2011
SGA Open Mic Night	4/29/2011
<a href="#">MakerFaire planning</a>	9/29-9/30/2012

Theatreworks Production Manager Fall 2008-present

[GravesEnd Inn Haunted Hotel](#), Fall 2008  
**George Guida** [Pope Play](#) Spring 2009  
**Adhesive Theatre Project** [Noir](#) Spring 2009  
[GravesEnd Inn Haunted Hotel](#), Fall 2009  
**Ex.Pgirls** [Paris Syndrome](#) Spring 2010  
[GravesEnd Inn Haunted Hotel](#), Fall 2010  
**Christine Jones** [Theatre for One](#), Fall 2010  
**Phyllis Chen and Rob Dietz** [Looking Glass ReWondered](#), Spring 2011  
[GravesEnd Inn Haunted Hotel](#) Fall 2011  
**Quiara Alegria Hudes** [Back in the Heights](#) Fall 2011  
**Parallel Exit I (Heart) Bob** Spring 2012  
**Antonia Badon** [Zora Returns](#) Spring 2012  
[GravesEnd Inn Haunted Hotel](#) Fall 2012  
**Adhesive Theatre Project** [The Service Road](#) January 2013  
**Do not go gentle Productions** Dylan Spring 2013  
[GravesEnd Inn Haunted Hotel](#) Fall 2013  
**The Next Little Big Thing Productions** [Wingman](#) Spring 2014

## SELF EVALUATION

### 26. Self-evaluation:

My title is the Professor of Production Management. It is my job to oversee the production process inside the Entertainment Technology department. I work to prepare our students for jobs in the live entertainment field. I was trained as a technical theatre generalist. Prior to New York City College of Technology I taught classes in a variety

of production areas including lighting, sound, technical direction and stage management. I am able to incorporate my experience of many technical areas into the courses I teach. As the specialist in production management I look at every production from a perspective that includes examinations of all the production areas and how they relate and collaborate with each other. My specific management responsibilities include planning and organizing the Entertainment Technology live productions from start to strike; include preparing production budgets, schedules and Performances'. I chair production meetings and deal with emergency and other unpredictable activities.

I am the production manager of Theatreworks. In the fall semester Entertainment Technology installs and runs "The Gravesend Inn a Haunted Hotel" attraction as part of the Theatreworks season. This year I have updated the planning structure and organizational procedures to run the attraction. I established and yearly update an operations manual and present an attraction operation workshop to train the students on proper attraction operation, safety and etiquette. The result is a transparent operations team. The students are acquiring stronger learning outcomes for the administrative aspects of production.

Developing the process of recruiting and presenting the collaboration of professional artists' for the Theatreworks residency program entitled: *Collaborate*, has been exciting. I executed the Theatreworks resident company application procedures. The residency program has created Theatreworks the opportunity to collaborate with other local producing organizations to give an emerging artist the freedom to create their show and later go on tour with the content developed at Citytech. New York City College of Technology faculty and students are also encouraged to apply to Theatreworks for the opportunity to produce events as a portion of the Theatreworks season. The end result is students in their culmination projects and faculty led works have provided roles for students in design areas or projects to fabricate an element of the Theatreworks production season. I chair the committee of Entertainment Technology faculty to pick the final applicants. Building the season helps promote the entertainment technology department and gives our students the opportunity to work on live productions with professional artists.

As the production manager for Theatreworks I am also responsible for the financial side of production. I prepare and maintain the budget. At each production meeting I present reports on the budget and the financial status of each production. Keeping track of the finances help strengthen my business skills.

I continue to develop my teaching portfolio. By participating in Bridging the Gap in 2012-13 I have strengthened my teaching skills and have created strategies to examine what and how the students are learning content. I am studying methods of development mentoring techniques as part of my research. I am working on creating methods to be able to examine and gauge the learning outcomes in classes where teamwork and collaboration skills are needed.

This year I plan to continue my work with the XBEE wireless chip systems. I will continue my research this summer to study the XBEE module and how it controls wireless equipment. The proto type of the cue light wireless system was completed in the summer of 2014. The range and effectiveness of the current chip is being tested. The circuit board design is being analyzed and redesigned for version 2 of the unit.

I applied and received IRB permission to do a case study of inside of my Project Management class. I am examining how the students collaborate together; specifically how they learn from their peers to be organized and cope with making decisions' in a team environment. I will begin to examine the collected data and organized the outcomes into a paper to be presented at a conference in the following year.

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(Signature)

NOTE: Candidates for tenure, certificate of continuous employment, or promotion should complete and attach a copy of their **Curriculum Vitae**.

*Adopted by the College Personnel & Budget Committee, 22 April 2010*