Oregon Shakespeare Festival ARCHIVES DIVISION

OSF Portland Records, 1977-1994

Collection Number M0018

Collection Number: M0018

Title: OSF Portland Records

Dates: 1977-1994

Creator: OSF Portland

Summary/Abstract: Records of OSF Portland, originally known as Portland Center Stage. This offshoot of the Oregon Shakespeare Festival was in operation from 1988 to 1994. In 1994, it separated from the parent organization and reverted to the Portland Center Stage name. Documents cover all aspects of management of the Company, as well as its formation and dissolution.

Quantity/Physical Description: 12.8 c. f. (34 boxes)

Repository: Oregon Shakespeare Festival Archives; Ashland, OR

Restrictions on Access: The Donor boxes in the Development subseries are **RESTRICTED**, as they contain sensitive personal financial information.

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Preferred Citation: [Box Number, Folder Number], M0018 OSF Portland, Oregon Shakespeare Festival Archives.

Acquisition: William Patton. The collection was divided when the operation became an independent entity, with many records retained in Portland or discarded.

Related Material: Additional materials related to OSF Festival Portland may be found in M0008 Board of Directors Records, Executive Director Records (unprocessed), Artistic Director Records (unprocessed), and Libby Appel Records (unprocessed). A listing of the Advisory Council members and key staff members can be found in the collection folder. Some oversized photographs may be found in the P0001 Photograph Collection. Some records were retained by Portland Center Stage after they split off from the Ashland operation. Contact Portland Center Stage for additional materials.

Processed by: Reference and Records Archivist Debra Griffith, 2012

Arrangement: The primary arrangement is alphabetical, with the exception of the PHOTOGRAPHS, PROMPT BOOKS, and SCENIC DESIGN series which are in chronological order.

Biographical/Historical Note: In 1987 the OSF Board of Directors accepted an invitation from the City of Portland to establish a resident theatre company in the new Portland Center for the Performing Arts. Portland Center Stage officially opened on November 12, 1988 with Bernard Shaw's *Heartbreak House*. This made OSF the largest not-for-profit theatre in the country. After the first season, it was renamed OSF Portland to make clear its ties to the Ashland operation. Portland produced five to six plays per season, in rotating repertory.

Dennis Bigelow was the first Artistic Producer, followed in 1992 by Pat Patton (title changed to Associate Artistic Director/Portland). Martha Sloca Richards started as Chief Administrative Officer for OSF Portland in January 1992. Cynthia Fuhrman was the head of Marketing/PR from 1988 to 1994. Margie Pate (1988-1989), Sarah Nevue (1990-1991), and Joanne Van Ness (1991-1994) all served as Development Directors, though the title changed repeatedly.

In 1993 the Oregon Shakespeare Festival Board of Directors and Portland Advisory Council announced the future independence of the Portland company, to which OSF would provide transitional support for a two-year period. The Festival's operation in Portland became an independent theatre company on July 1, 1994, and reverted to the name Portland Center Stage. Its new Producing Artistic Director was Elizabeth Huddle.

Scope and Content: The collection has five series: ADMINISTRATION, PHOTOGRAPHS, PROMPT BOOKS, PUBLICATIONS and SCENIC DESIGN.

The ADMINISTRATION series contains incoming and outgoing correspondence, individual department records, committee files, meeting minutes, legal documents and reports, and materials collected both upon planning the expansion into Portland, and the transition of Portland to a separate entity. Much of the material deals with the financial side of the operation, and the relationship between the Ashland and Portland locations. The folder titled 'Portland, City of, 1977-1981' in the Expansion subseries includes Angus Bowmer's thoughts on a possible expansion to Portland. The records are not complete. Not all committees are represented. When the organization split from the Ashland operation, many records were retained by the new Portland Center Stage operation or discarded.

The PHOTOGRAPHS series includes black and white images from all Portland Center Stage and OSF Portland productions, as well as interior and exterior photos of the Intermediate Theatre from 1988. Included in the theatre photos are a few color images, slides, and negatives, as well as several photos of unidentified staff members.

The PROMPT BOOKS series contains prompt books for all Portland Center Stage and OSF Portland productions.

PUBLICATIONS contains both newsletters and programs for patrons, subscribers, and Company members. The series appears to be complete.

SCENIC DESIGN contains the plans for the majority of the Portland Center Stage/OSF Portland productions with the exception of *Heartbreak House*, *The Miser*, *Pericles*, *The Ladies of the Camellias*, and *Lips Together*, *Teeth Apart*.

Subject Terms:

Oregon Shakespeare Festival

Portland Center Stage

Portland Center for the Performing Arts

Bigelow, Dennis Huddle, Elizabeth

Patton, Pat

Richards, Martha

Theater Manuscript Photographs

Collection Inventory

Series I: Administration

Box	<u>Description</u>
20	Budgets, 1988-1994
	Committees
22, 24, 26	Ad-hoc, 1993
21	Cultural Diversity, 1991
24	Finance, 1989-1994
21-22, 24	Long Range Planning, 1990-1994
	Correspondence
26	Amy Cuddy, circa 1990
19, 22	General, 1982-1989, 1991-1993
22	General, Separation of PCS, 1993-1994
21	In-house memos, 1986-1990
26	Metropolitan Exposition-Recreation Commission, 1989-1993
26	Paul Nicholson, 1988-1990
26	Patron, 1991-1992
26	Bill Patton, 1987-1993
26	Portland Center for the Performing Arts, 1988-1992
26	Martha Richards, 1992-1994
	Development
22	Development Programs, 1989
	Donors RESTRICTED
27-30	Corporate, 1979-1993
31-34	Private, 1988-1992
21	Fund-raising efforts, 1987-1991
26	General, 1987-1994

21	Grant Requests, 1987-1991
	Education
22	Education program, 1990
26	General, 1990
23	Study Guides, 1988-1990
	Marketing
2	Advertising tearsheets, 1988-1990
23	Attendance Reports, 1990-1991
25	Box Office and Ticketing, 1988-1992
21-22	Box Office Information (Ticketmaster and Prologue), 1990-1991
24	Brochure, 1993
2	Business Partner brochure, 1989, 1991
2	Calendars, 1988-1993
2	Discount postcard, 1990
2	<u>•</u>
25-26	Flyers, 1989, 1995
	General, 1987-1993
2	Invitations and stationary, 1988-1989
2	Membership materials, 1989-1993
2	Opening night materials, 1988
6	Opening night menu, 1988
19	Marketing Plan, 1987-1988
23	Oregonian Ad, 1990
24	Portland Changes, 1992 (mainly articles)
26	Portland Fact Sheets, 1988-1990
23	Portland Opening, 1988, 1990
OS2/D18	Poster (3), combined Ashland and Portland, signed by Jerry Turner, undated
	Press Coverage
5 22	Clippings, 1986-1994
5, 23 5	
	Reviews, 1988-1994
23 22	Press Releases, 1986-1994
	Renewal campaign, 1990-1991
22	Ticket prices, 1990
2	Ticket stock, 1988
24	Weekly attendance reports, 1989-1994
24	Weekly sales reports, 1991
2.0	Expansion
26	General, 1986-1987
22	Mission statement, undated
22	Original proposal and plan, 1987
19	Portland, City of, 1977-1981
23	Portland Area Theatre Alliance (PATA), 1987-1988
26	Proposals for Residency in Portland Center for the Performing Arts, 1981, 1986-1988
19	Proposed Residency, 1981-1987
19	Questionnaire on Portland Expansion, 1987-1988
±/	Questionnaire on Fortuna Empansion, 1707-1700

20	Jerry Turner speech to City Club of Portland, 1988 December 9
	Facilities
	Correspondence, 1991-1993
25-26	General, 1983-1992
OS1/D9	Portland Center for the Performing Arts- Intermediate Theatre,
	architectural drawings, 1988
23	Subscription Office Proposal, 1990
	Legal
	Contracts
26	Actors' Equity Association, 1988-1989, 1988-1989
18	Encore Publishing, Inc., 1990
18	Metropolitan Arts Commission, 1991
18	Metropolitan Exposition-Recreation Commission (MERC),
10	1988-1994
18	Miscellaneous, 1991
18	PAUPER proposal, 1992
18	Portland Center for the Performing Arts, 1990
18	Portland Center for the Performing Arts user's fees, 1989- 1992
26	Human Resources, 1989, 1994
21	Portland Center Stage reports and contracts, prior to 1988
19	Portland Stage name, 1987-1988
21	Volunteer information, 1989-1992
	Meeting Minutes
3	General, 1988 April-1994
23-25	Advisory Council minutes, 1988-1994
24	Board of Directors meeting minutes, 1994
22	Opening night and Board meeting, 1990-1992
26	Company Relations meeting minutes, 1989, 1992
20	Development Council minutes, 1987-1990
22	Staff meeting minutes, 1990, 1994
23	Portland Drama Critics Award, 1990
21	Reports Clavifying the Affiliation report 1001
21	Clarifying the Affiliation report, 1991
20	Office furnishing, furniture inventory, 1986-1988
25	Proposal Regarding Oregon Shakespeare Festivals' Residency in Portland, 1991-1992
22	Report to Oregon Shakespeare Festival Board, 1993
21	Report to Planning Committee, employee interviews, 1991
19, 25	Reports to the Board, 1989-1993
23	Shakedown reports, 1989-1990
24	Staffing, Structure and Relationship to Oregon Shakespeare
	Festival Ashland, 1990
•	Transition
24	General, 1994
26	Portland Evaluation, 1992

26	Transition documentation, 1994
26	Transition Team 1994

Series II: Photographs

Box	Description
	Productions
	1988-1989
4	Heartbreak House
4	The Miser
4	Pericles, Prince of Tyre
4	Steel Magnolias
4	Terra Nova
	1989-1990
4	Burn This
4	Holiday
4	Noises Off
4	The Seagull
4	Six Characters in Search of an Author
1990-1991	
4	Glengarry Glen Ross
4	M. Butterfly
4	Our Country's Good
4	The Recruiting Officer
4	The Tempest
	1991-1992
4	Betrayal
4	Fences
4	The Guardsman
4	King Lear
4	Season's Greetings
	1992-1993
4	Glass Menagerie
4	The Ladies of the Camellias
4	Lips Together, Teeth Apart
4	Spunk
4	Twelfth Night
	1993-1994
4	The Comedy of Errors
4	Dancing at Lughnasa
4	Fifth of July
4	The Illusion
4	Jar the Floor
4	Theatre Shots, 1988

Series III: Prompt Books

Box	<u>Description</u>
	1988-1989
7	Heartbreak House
7	The Miser
8	Pericles, Prince of Tyre
7	Steel Magnolias
7-8	Terra Nova
	1989-1990
9	Burn This
8-9	Holiday
10	Noises Off
8	The Seagull
9-10	Six Characters in Search of an Author
	1990-1991
11	Glengarry Glen Ross
10	M. Butterfly
11	Our Country's Good
10-11	The Recruiting Officer
13	The Tempest
	1991-1992
12	Betrayal
13	Fences
12	The Guardsman
12	King Lear
13	Season's Greetings
	1992-1993
14	Glass Menagerie
14	The Ladies of the Camellias
15	Lips Together, Teeth Apart
15	Spunk
14-15	Twelfth Night
	1993-1994
16-17	The Comedy of Errors
17	Dancing at Lughnasa
16	Fifth of July
17	The Illusion
16	Jar the Floor

Series IV: Publications

Box	Description
2	Directions newsletter, 1988-1993 Fall

2	General brochures, 1988-1994
2	Illuminations, 1993-1994
1	Playbills, 1988-1994
2	Subscriber Handbook, 1988-1993
2	Volunteer Voices, 1990-1994
24	Company Handbook, 1990
24	Play Notes, 1992-1993

Series V: Scenic Design

All items are located in Oversize Case 1, Drawer 9

Description

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1988-1989
      Steel Magnolias
      Terra Nova
1989-1990
      Burn This
      Holiday
      Noises Off
      The Seagull
      Six Characters in Search of an Author
1990-1991
      Glengarry Glen Ross
      M. Butterfly
      Our Country's Good
      The Recruiting Officer
      The Tempest
1991-1992
      Betrayal
      Fences
      The Guardsman
      King Lear
      Seasons, Greetings
1992-1993
      Glass Menagerie
      Spunk
      Twelfth Night
1993-1994
      The Comedy of Errors
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Dancing at Lughnasa

Fifth of July The Illusion Jar the Floor