

Oregon Shakespeare Festival

ARCHIVES DIVISION

OSF Portland Records, 1977-1994

Collection Number M0018

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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

<u>Box</u>	<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	Flyers, 1989, 1995
25-26	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, 23	Clippings, 1986-1994
5	Reviews, 1988-1994
23	Press Releases, 1986-1994
22	Renewal campaign, 1990-1991
22	Ticket prices, 1990
2	Ticket stock, 1988
24	Weekly attendance reports, 1989-1994
24	Weekly sales reports, 1991
	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

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), 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
	Reports
21	<i>Clarifying the Affiliation</i> 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	<i>Report to Planning Committee</i> , 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

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

Series III: Prompt Books

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

Series IV: Publications

<u>Box</u>	<u>Description</u>
2	<i>Directions</i> newsletter, 1988-1993 Fall

2	General brochures, 1988-1994
2	<i>Illuminations</i> , 1993-1994
1	Playbills, 1988-1994
2	Subscriber Handbook, 1988-1993
2	<i>Volunteer Voices</i> , 1990-1994
24	Company Handbook, 1990
24	<i>Play Notes</i> , 1992-1993
6	25 th Anniversary Playbill

Series V: Scenic Design

All items are located in Oversize Case 1, Drawer 9

Description

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

Dancing at Lughnasa

Fifth of July

The Illusion

Jar the Floor

