

**M N
O P E R A**

Dancer Handbook

2018 – 2019 Season

La Traviata

As of March 27, 2019

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➤ **WELCOME**

Welcome to the Minnesota Opera! You are part of a company of highly talented and dedicated individuals whose mission is to change lives by bringing together artists, audiences, and our community to advance the art of opera for today and for future generations. We are happy to have you with us and hope that performing as a dancer will be an enjoyable and rewarding experience!

➤ WHO'S WHO

Here are the key personnel you will be interacting with on *La Traviata*:

Choreographer:	Heidi Spesard-Noble
Stage Director:	Louisa Muller
Conductors:	Christopher Franklin (Orange Cast) Andrew Whitfield (Red Cast)
Assistant Stage Director:	Adam Da Ros
Assistant Conductor:	Andrew Whitfield
Production Stage Manager:	Kerry Masek
Stage Manager:	Jamie Fuller
Assistant Stage Managers:	Jerry Smith, Jake Fedorowski
Costume Director:	Corinna Bakken
Assistant Costume Director:	Beth Sanders
Wardrobe Supervisor:	Molly O'Gara
Hair & Make-Up Designer:	David Zimmerman
Hair & Make-Up Supervisors:	Mannie Jacobo & Priscilla Bruce

➤ REHEARSALS

Schedules & Attendance

Prior to accepting a contract as a dancer you will receive a complete overview schedule of all rehearsals and performances. Once you have accepted a contract, you are required to attend all services as listed on your contract schedule. Absences must be cleared in advance through the Production Stage Manager.

Your call time is the time at which you should be in your place and ready to rehearse. Please allow sufficient time to deal with traffic or weather related issues, find parking, sign-in, check your mail box, stow your personal belongings, and say hello to colleagues before the call time. A space designated for dancer warm-ups will be available one hour before each rehearsal call and approximately two hours before each performance. The warm-up location is noted on the daily rehearsal schedule.

Rehearsal schedules are subject to change and changes may be made up to 24 hours in advance of a rehearsal call. This may mean a change to the overall date or time of the rehearsal, or just a change to the time you are required to report (your “call time”). Daily rehearsal schedules are typically published by 7:00p for the next day and will be distributed to all dancers via email as soon as they are published. You are responsible for checking the daily schedule for your call time. Daily schedules are also available online at <http://callboard.mnopera.org> and are posted on all callboards in the Opera Center and at the Ordway. See “Electronic Callboard” below for more details on online resources.

Attendance at costume fittings is of great importance. Please promptly respond to requests from the costume shop to schedule fittings and arrive on time for your appointment. (See “Costume & Wig Fittings” section below.) If for some reason you must reschedule a fitting, kindly give 24 hours of notice. (See “Contact Information” towards the end of this document.)

Absences

All absences must be cleared in advance in writing by the Production Stage Manager, Kerry Masek (kmasek@mnopera.org), who will also consult with the choreographer and/or director before granting releases. Some conflicts can be worked around, but conflicts with crucial rehearsals including the final room run at the Opera Center and all onstage rehearsals will almost never be approved.

A list of approved dancer conflicts will be posted on the Opera Center Bemis callboard and electronic callboard. If a conflict does not appear on this list it has not been approved. Please check with stage management if you think we have erroneously omitted something.

We understand that occasionally unforeseen circumstances arise at the last minute, such as illness or a family emergency, which may result in an unexcused absence. In case of an emergency or illness please notify the stage manager as soon as possible. More than a very

few, occasional unexcused absences will influence the Opera's decision to re-engage you for future productions.

Location & Parking

All staging rehearsals and costume fittings are held at the Minnesota Opera Center, located at 620 North First Street, Minneapolis, 55401. You will be given a security code which you must enter on the keypad in the entrance vestibule in order to unlock the main entrance door.

Street parking is available in the neighborhood surrounding the Opera Center. Metered spaces are free after 6:00p and on weekends. After 5:00p and on weekends you may park on the left side of the Minnesota Opera parking lot across the street from the Opera Center. Parking in this lot is available on a first-come, first-served basis. Please do NOT park in this lot during normal business hours, including when you are attending costume fittings, as your car will be towed. Minnesota Opera only controls the spaces on the left side of this lot. Please do NOT park in spaces on the right side of the lot, as your car will be towed.

If Minneapolis declares a snow emergency which will take effect during our rehearsals, we will post a sign on the main entrance door to alert you and so that cars can be parked in safe areas. North First Street is a Snow Emergency Route.

Please use sensible safety precautions when attending calls at the Minnesota Opera Center. Do not let anyone you do not know into the Opera Center. At the end of rehearsal each evening walk to your cars in groups and watch that your colleagues get safely into their cars and on their way. Use caution if you are approached by an unknown person in the parking lot or on the street.

Attire

During both dance and staging rehearsals you will be working in very close proximity with your colleagues. Please respect their needs by wearing appropriate clothing of a non-distracting nature, avoiding the use of perfumes, colognes, or other strongly scented products, and attending to matters of basic personal hygiene. Please note that many of your colleagues may be sensitive to strong scents.

See "Costume & Wig Fittings" below for what to wear to a fitting.

During Rehearsals

Upon arriving, sign in on the callboard located outside your assigned rehearsal room (for dancers, this is usually Bemis Hall on the lower level or the Dance Studio on level 2). The sign-in sheet is our record of your attendance and arrival time. If you arrive late to a staging rehearsal the sign-in sheet will be located at the stage manager's table in the front of the rehearsal room. Please check in with the stage manager.

Check the callboard daily for any announcements or notes relating to dancers.

You will have an assigned mailbox at the base of the stairs on the lower level. Please check your mailbox daily.

For rehearsals in Bemis Hall, please stow your personal belongings in the props storage room at the rear of Bemis, where chairs will be provided for all dancers, or in the green room. Please reserve the chairs at the front of Bemis for principal artists and opera administration.

Don't forget to silence your cell phone while in the rehearsal hall.

Rehearsals will sometimes involve periods of waiting. You may wish to bring a quiet activity, such as reading material, to occupy your time when you are not needed onstage. Please keep talking to a minimum during rehearsals, even when you are not onstage. At least one break will be given during each rehearsal. You will receive 5 minutes of break time for every hour worked.

Costume & Wig Fittings

All of the basic rules for rehearsals also apply to costume fittings. When you are called for a fitting, please:

- Be in the costume shop and ready to try on costumes or wigs at your fitting time. Allow ample time for traffic and parking before your fitting time.
- Silence your cell phone during all costume and wig fittings.
- Wear appropriate undergarments to all costume fittings and performances. This includes full seat underwear and foundation garments such as you will wear onstage. Please refrain from wearing sports bras, thongs, or other unprofessional garments.
- Practice good personal hygiene and refrain from using perfumes, colognes, or other heavily scented products.

If you must reschedule a costume fitting, please give a minimum of 24 hours' notice by contacting the costume shop directly at (612) 342-9576.

Guests

All rehearsals are closed to guests.

Smoking

The Minnesota Opera Center is a non-smoking facility. Smoking is permitted outside the main entrance, but please be considerate of non-smokers.

Injuries

If you are injured while in the Minnesota Opera Center or at the theater, please report the incident immediately to stage management. The SM staff can provide basic first aid, will summon emergency medical personnel if needed, and will help you complete a First Report of Injury form so that medical treatment can be covered under the Opera's workers' compensation insurance.

Valuables

Please do not bring valuables to rehearsals. Minnesota Opera is not responsible for the loss of personal items unless they have specifically been collected by stage management for lock up during a dress rehearsal or performance. Due to space limitations in our lock up, we can only collect items which fit in the provided gallon-sized ziplock bag. We cannot accommodate large or bulky items such as handbags, shoulder bags, or backpacks for lock up.

Discrimination, Harassment, and Inappropriate Behavior Policy

Minnesota Opera prohibits harassment, including, but not limited to, sexual harassment, discrimination and inappropriate behavior by employees or independent contractors. Any employee or independent contractor found to have violated this policy will be subject to appropriate disciplinary action up to and including suspension without pay or termination of employment. Each artist will be required to read, acknowledge, and abide by the Opera's Discrimination, Harassment, and Inappropriate Behavior policy. Any individual who feels they have been harassed should report the situation to the Production Stage Manager (612-342-9584) or the Chief of Human Resources (612-342-9552).

Electronic Callboard & E-Mail Communications

In order to communicate information and share resources with artists, Minnesota Opera maintains an online callboard: a virtual version of the bulletin board outside the rehearsal room. The electronic callboard is available at <http://callboard.mnopera.org>. All schedule information pertaining to dancers, including your contract schedule and daily rehearsal schedules, is posted on this website.

Communications from stage management and the wardrobe department are mostly handled by email. Please be sure that stage management has your current email address on file and check your email regularly throughout the rehearsal and performance process.

➤ AT THE THEATER**Location & Parking**

Our performance venue is the Ordway Center for the Performing Arts, located at 345 Washington Street, St. Paul, 55102. Please enter and exit via the stage door on Fifth Street.

Parking is not provided at the Ordway. We recommend that you park in one of the many lots or ramps nearby the Ordway. St. Paul parking meters are enforced daily until 10:00p and most have a 2-hour limit. Due to concurrent events at the Xcel Energy Center and the RiverCentre, there is often a heavy demand for parking in St. Paul. Please check the callboard and the daily schedules for notices about heavily impacted parking days and allow plenty of time to find a parking spot and arrive on time for your call at the Ordway. See the last page of this document for parking ramp suggestions.

Security & Sign In

You will be issued a Minnesota Opera backstage badge for each production. These will be distributed at the final Opera Center rehearsal before moving to the Ordway. When entering the Ordway via the stage door you must show your badge and note your arrival and departure times in the security log book.

Upon arrival, you must **also sign in on the Opera sign-in sheet on the callboard near the stage door**. If you are arriving late the sign-in sheet will be located at the stage manager's console backstage left. Please check in with the stage manager.

Check the callboard daily for announcements pertaining to dancers and look for your dressing room assignments here. You may wait in your dressing room or the backstage lounge area until you are called to the stage. Please do NOT come to the stage until you are called.

Staging Notes

Notes from the stage director or assistant from the previous rehearsal or performance will be given in writing and posted on the main callboard and in each dancer dressing room. You are responsible for reading and applying these notes. If you have questions about a note, please see the assistant director or a member of stage management. When possible, staging notes will also be emailed to you.

Safety

The stage can be a dangerous place, with heavy moving scenery and dark spaces. We work very hard to choreograph both backstage and onstage movement to ensure a safe environment. Please pay careful attention to stage management's instructions backstage and onstage, as part of our job is to keep you safe! If you see a safety hazard, please report it immediately to stage management. You should never come to the stage unless you have been called, including before and after the show and during intermissions, as the crew is often working and moving scenery at these times. Close-toed shoes are required for safety at all onstage rehearsals.

Backstage Etiquette

Please do NOT touch the audio monitors in the dressing rooms. If your monitor is not working properly or requires an adjustment to the sound level, notify stage management. The Ordway staff is responsible for adjusting monitors as needed.

During the winter, certain hallways and stairwells backstage will be limited to "indoor shoes" only in order to protect costumes from the salt and other chemicals used outdoors in the winter. If we have inclement weather, please bring a pair of indoor shoes or slippers which you can change into upon entering the theater and before going to your dressing room. A shoe changing area with cubbies for shoe or slipper storage will be provided upstage left, immediately upon entering the backstage area of the Music Theater.

Costumes

Your costume(s) will be waiting for you in your dressing room. A dresser is available to assist you with getting in and out of costume, as needed. Please do not dress in costume before your dresser is present. When you take off your costume, please hang it on the rack and return any accessories to the bags or counter space where you found them.

Please wear your costume as directed, with no modifications. This means no personal jewelry (including wedding rings), wristwatches, eyeglasses, or nail polish, unless approved by the costume director or costume designer. If you encounter a problem with a costume piece – a hem is too long, a helmet is obscuring your vision, etc. – notify your dresser. They will work with the costume director to correct the problem.

Please do not eat or drink anything (except water), smoke, or chew gum while in costume. Many, many hours have gone into the preparation of your garments and they should be kept in excellent condition. While in costumes, wigs, or stage make-up, please do not leave the theater or go into any public areas of the theater.

Wigs and Make-Up

You may be asked to wear a wig or to have your own hair specially dressed by the hair and make-up crew. If you are assigned a specific time to report to the wig room to have this done, please be prompt. Only hair and make-up crew may put on or remove your wig for you; do not attempt to do so yourself. Do not modify your wig or hairstyle once the crew has finished preparing you for the stage.

Depending on your role, you may have stage make-up applied by a crew member or you may be given instruction on how to apply make-up yourself. Make-up is applied based on the designer's and the director's specifications, so please follow all directions exactly. If specialty make-up is required it will be provided for you. You will generally be expected to provide basic make-up essentials for yourself. You must provide your own cold cream, washcloth, and towel for make-up removal.

Men may be asked to be clean shaven or to grow facial hair for a particular opera. Facial hair requirements will be given to you when you are cast (if they are available at that time) or will be posted on the rehearsal hall callboard. If you are unwilling or unable to accommodate the facial hair requirements please notify stage management.

Props

The props you carry onstage will be located on tables backstage right and left, near your entrance location. If you have a question about where to find your prop, ask an assistant stage manager. Please pick up your prop just before your entrance and replace it on a table as soon as you exit. Your prop might be used by someone else later in the opera, so do not take it out of the immediate backstage area.

Photography & Recording

Photography is permitted in the dressing rooms (once everyone is dressed, of course!) and the hallways. Please remember that courtesy dictates asking an individual's permission prior to photographing them. Photography is not permitted backstage or onstage, so please do not bring cameras into the wings. Video and audio recording of any kind are prohibited.

Guests

Please meet your guests post-performance outside the stage door or in the public lobby areas of the building, after you have changed out of costumes, wigs, and make-up. Dancers are not permitted to have guests in any backstage areas at any time. If you meet your guests in the lobby, remember to return backstage via the corridor doors and sign out of the building on the security log when you exit the building for the day.

➤ COMPENSATION & TICKETS

The terms of your compensation and pay schedules will be outlined in your individual artist contracts. Please direct payroll questions to Company Manager Roxy Stouffer-Cruz: roxy@mnopera.org or 612-342-9571.

Dancers may purchase tickets at a discount on a space available basis. MN Opera's Patron Services department will determine the discount to be offered. A link to order discounted tickets online will be emailed to you during the rehearsal process. You may also telephone the Patron Services office at 612-333-6669 or visit them in person on Level 1 of the Opera Center Monday through Friday from 10:00a to 5:00p. Productions sometimes sell out, so we recommend that you purchase your tickets early.

➤ CONTACT INFORMATION**Kerry Masek, Production Stage Manager**kmasek@mnopera.org

(612) 342-9584 Office

(949) 463-9740 Mobile

Corinna Bakken, Costume Directorcbakken@mnopera.org

(612) 342-9576

Electronic Callboard<http://callboard.mnopera.org>**Patron Services Office**

(612) 333-6669

Hours: 10a – 5p, Monday through Friday

Located at the Minnesota Opera Center

Minnesota Opera Offices

(612) 333-2700 Main Switchboard

(612) 333-0869 Fax

➤ **PARKING OPTIONS NEAR THE ORDWAY CENTER**

All directions assume that you are approaching downtown St. Paul from the 5th Street exit off of I-94 eastbound.

Traveler's Insurance Company Lot (385 Washington St.)

\$10 - \$15 flat rate event parking

Surface lot about ½ block from the Ordway stage door. Go straight through the light at 5th Street and 7th Street West. The entrance to the lot is on your left side just past the intersection. Please note: If there is no attendant on duty, this lot is not open for special event parking.

Kellogg Parking Ramp (129 W. Kellogg Blvd.)

\$10 - \$15 flat rate event parking

Underground ramp with pedestrian exit next to the front doors of the Ordway. Proceed straight through the light at 5th Street and 7th Street West. Make the next possible right turn onto Washington Street and pass the Ordway. Make the next right onto Kellogg Blvd. The entrance to the ramp is immediately on your right side off of Kellogg.

River Centre Ramp (150 W. Kellogg Blvd.)

\$10 - \$15 flat rate event parking

Surface lot and underground ramp across Kellogg Blvd. from the Ordway. At the intersection of 5th Street and 7th Street West turn right onto 7th Street West. Make the next left turn onto Kellogg Blvd. The entrance to the ramp is ahead on your right.

Lawson Ramp (11 W. 5th St.)

Pay for amount of time parked in ramp.

Above ground ramp about 2 ½ blocks from the Ordway. Proceed straight through the intersection at 5th Street and 7th Street West. Continue straight ahead through the subsequent intersections at Washington St., Market St., and St. Peter St. The entrance to the ramp is on your left side past St. Peter St., next to the Starbucks.

Smith Avenue Parking Ramp (145 Smith Ave.)

\$5 - \$15 flat rate event parking

Above ground ramp about 3 blocks from the Ordway. When exiting I-94 eastbound onto 5th Street, make the first right turn onto North Smith Avenue. The ramp entrance is ahead on your right.

If you find this parking information to be out of date, please notify stage management so that we can update the guide. Thank you!