

**M N  
O P E R A**

**Supernumerary  
Handbook**

**2019 – 2020 Season**

*As of December 27, 2019*

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## ➤ WELCOME

Welcome to your role as a supernumerary – or “super” – at Minnesota Opera! Supers are non-singing, non-speaking actors engaged to play supplementary roles in an opera. Your responsibilities may include interacting with the principal artists, chorus, or dancers, moving props or furniture around the stage, and playing characters that help move the action along. Whatever your role, you are an integral part of the opera and we are happy to have you here!

## ➤ WHO’S WHO

**Director:** The stage director is the creative leader of the opera. They work with the design team to develop the concept and visual space for the production. They will instruct you concerning where to go onstage, what is happening dramatically in each moment of the show, and the motivations for the characters you are portraying.

**Conductor (Maestro):** The maestro is the musical director of the opera, leading the singers and orchestra through the score. The maestro controls the tempi, pacing, interpretation, and expression of the music.

**Assistant Director (AD):** This person aids the director in creating their vision. Just like the director, they may give you staging directions which should be followed as if they come from the director themselves. The assistant director also aids stage management in organizing the performing artists and relaying information to the cast. If you have questions about your staging or motivations you should ask the assistant director.

**Stage Management:** The stage management team is in charge of organization and logistics, ranging from scheduling your rehearsals and costume fittings to setting the stage properly for each scene to telling you when to make your entrances to the stage. Stage management can help you with issues concerning safety, first aid needs, problems backstage, or costume, prop, and set questions.

**Production Stage Manager (PSM):** The leader of the stage management team. This person is responsible for super casting, scheduling, and may serve as the calling stage manager on some productions (see SM below).

**Stage Manager (SM):** This person supervises rehearsals and performances to keep them running smoothly and on time. Listen to the stage manager for important announcements, such as your call time for the next rehearsal or performance. When onstage, the stage manager will give you your “places” calls over the PA system, telling you when to proceed backstage to prepare for your entrances.

**Assistant Stage Manager (ASM):** The individuals (usually there are two) who organize each side of the stage. They help you line up or place you in the proper groups for your entrances, as well as cue you when to go onstage. The ASMs will help you with

questions concerning technical aspects of the stage, entrances and exits, safety concerns, and so on. The ASMs may also help relay information from the director or assistant director.

**Intimacy Director:** Minnesota Opera employs an Intimacy Director certified by Intimacy Directors International on all productions. In addition to training in consent, sexual harassment, mental health first aid, and protocols to cover a range of situations and acting as a performer advocate, the Intimacy Director is an artist with the skill and choreographic techniques for telling clear, dynamic stories of intimate interactions that help create moving productions for our audience.

**Choreographer:** The Choreographer creates movement in the piece, which can range from stylized movement choices to dance choreography.

**Costume Director:** The costume director is responsible for making you look fabulous on stage! The costume director and their staff will be present at your costume fittings and in the theater to make sure that all your costume pieces fit properly and to make any modifications as needed.

**Wardrobe Supervisor:** The wardrobe supervisor facilitates the work of the wardrobe crew/dressers in the theater.

**Wig and Make-Up Designer & Supervisors:** The wig and make-up designer and supervisors make sure your hair is dressed appropriately for your role or provide a wig for you to wear. They may also apply theatrical make-up for you or instruct you how to do so.

**Super Captain:** The Super Captain is a member of the Super cast who is also an experienced performer with Minnesota Opera. Their role is to serve as a guide for all Supers, helping you to understand the process and meet the expectations of Minnesota Opera. The Super Captain can help you find your way around the Opera Center or Ordway Center, answer questions, communicate Super needs, questions, or concerns to Stage Management, and help Stage Management provide instruction to Supers during rehearsals or performances.

**2019 – 2020 Season Staff:**

Directors:	Brian Staufenbiel, <i>Elektra</i> Francesca Zambello & Joshua Horowitz, <i>Barber of Seville</i> David Toro, <i>Flight</i> Eric Simonson, <i>Edward Tulane</i> Keturah Stickann, <i>Don Giovanni</i>
Assistant Director:	Adam Da Ros
Intimacy Director:	Doug Scholz-Carlson
Choreographers:	Heidi Spesard-Noble, <i>Barber of Seville &amp; Edward Tulane</i> Jennifer Mack, <i>Flight</i> Keturah Stickann, <i>Don Giovanni</i>
Production Stage Manager:	Kerry Masek
Stage Managers:	Jamie Fuller, <i>Elektra, Flight, &amp; Don Giovanni</i> Jerry Smith, <i>Barber of Seville &amp; Edward Tulane</i>
Assistant Stage Managers:	Emily Duffin-Brown, Jamie Fuller, & Jerry Smith
Costume Director:	Corinna Bakken
Wardrobe Supervisor:	Molly O’Gara
Hair & Make-Up Designers:	Priscilla Bruce, <i>Elektra</i> David Zimmerman, <i>Barber, Flight, &amp; Edward Tulane</i> Mannie Jacobo, <i>Don Giovanni</i>
Hair & Make-Up Supervisors:	Priscilla Bruce & Mannie Jacobo

➤ **STAGE TERMINOLOGY**

**Blocking:** Your movement while on the stage

**Upstage:** Away from the audience

**Downstage:** Towards the audience

**Stage Right/Stage Left:** Your right and left, as you are facing the audience

**Wings:** The partitioned areas immediately offstage where you make your entrances and exits. Wings are usually created with soft black drapes, called **legs**, which serve to hide the offstage areas from the audience. Wings are numbered from downstage to upstage and you will be assigned a specific wing for each entrance and exit.

**Sightlines:** The cutoff points where the audience stops seeing you. Sightlines will be taped on the floor in the wings; you must always remain behind the sightline until you receive your entrance cue. When exiting, remain in character until you cross offstage of the sightline, as some of the audience can still see you until you pass this point.

**Pit:** Where the orchestra plays

**House:** Where the audience sits

**Entrance Cues:** You will always receive a cue from stage management to go onstage. You will first be given a “stand-by” – which means to get ready and watch for your cue – followed by a “go.” Watch and listen to the ASMs for your cues.

**Props:** The things you handle onstage, such as a sword or a book, or the furniture that helps create the scene.

**Places:** Your “places” calls indicate that it is time to get ready for your entrance. When you hear your call over the PA system (or from a stage manager in the rehearsal hall), you should proceed directly to the wings to prepare for your entrance.

**Call Time / Next Call:** The call time is the time you must report to the rehearsal hall or the theater. Your next call will always be posted on the callboard near your sign in sheet and announced by the stage manager at the end of the previous service. Calls are subject to change, so ALWAYS check your next call before leaving the theater.

## ➤ REHEARSALS

### **Schedules**

Prior to being cast as a super, you will receive a complete overview schedule of the rehearsals and performances. If you have any conflicts with a scheduled rehearsal, please notify the stage manager immediately. Conflicts which occur early in the rehearsal process can sometimes be worked around, however, conflicts with onstage rehearsals are almost never approved. In case of an emergency or illness once rehearsals have begun, please notify the stage manager as soon as possible.

Rehearsal schedules are subject to change. 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”). At each rehearsal your “next call” will be posted on the callboard and also announced by the stage manager. Please be sure to check your next call at the end of every rehearsal and performance.

### **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. Parking meters on North 1<sup>st</sup> Street are free after 6:00p and on weekends. After 5:00p and on weekends you may park in Minnesota Opera parking lot across the street from the opera center, but ONLY in the spaces with a Minnesota Opera sign on the left side of the lot. Minnesota Opera does not control spots not labeled with our company name and you will be towed from non-opera spots. Please note that from 8:00a – 5:00p Monday through Friday all spaces in this lot are privately rented, and you may NOT park in the lot during these hours.

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. Parking on North 2<sup>nd</sup> Street is an option during snow emergencies.

### **Attire**

During both rehearsals and performances you will be working in close proximity with your colleagues. Please avoid the use of perfumes, colognes, or other strongly scented products and attend to matters of basic personal hygiene. For staging rehearsals, dress comfortably in clothes and shoes that allow you to move freely. Wear shoes that are secure on your feet and, preferably, close-toed, so that you can move easily around the stage and your toes will be protected in those big crowd scenes! For costume fittings and rehearsals and performances in costume, be sure to wear proper undergarments. (See “Costume Fittings” section below.)



**During Rehearsals**

Punctuality and reliability are key qualities of a successful super, so please be on time! Upon arriving, sign in on the callboard located outside Bemis Rehearsal Hall on the lower level. Check the callboard for any announcements or notes relating to supers.

You will have an assigned mailbox at the base of the stairs on the lower level. Please check your mailbox daily. You will find a nametag in your mailbox; please wear this for all rehearsals and return it to your mailbox for storage at the end of the day.

Stow your personal belongings in the props storage room at the rear of Bemis, where seats will be provided, or in the green room. You are welcome to sit in chairs at the front of Bemis and watch when you are not needed onstage, but may be asked to yield these seats to opera administration or principal artists on occasion. We ask that your personal belongings not be kept in the front of the room due to space limitations.

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

Rehearsals will sometimes involve periods of waiting. We recommend that you 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.

**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.

**Personal Items & Valuables**

Artists are responsible at all times for all personal items brought to calls at the Minnesota Opera Center or Ordway Center for the Performing Arts. Minnesota Opera cannot be held liable for the loss or damage of any personal items, regardless of where said loss occurs (including but not limited to rehearsal and performance venues, publicity events, vehicles, personal domiciles, restaurants, and theaters).

In the theater, stage management will collect and lock up small valuables during dress rehearsals and performances. Valuables will not be returned until the end of a rehearsal or performance, so keep any items with you that you will need throughout the call.

**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 ([kmasek@mnopera.org](mailto:kmasek@mnopera.org) or 612-342-9584) or the Chief of Human Resources ([jen@mnopera.org](mailto:jen@mnopera.org) or 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 supers, including your overview schedule and daily rehearsal schedules, is posted on this website.

Communications from stage management and the costume department are mostly handled by email. Please be sure that stage management has your current e-mail address on file and check your e-mail 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 5<sup>th</sup> Street.

Parking is not provided at the Ordway. We recommend parking in one of the many pay lots or garages available in downtown St. Paul. Due to concurrent events at the Xcel Energy Center and the River Centre, 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 or ask your opera colleagues where they have found parking.

### **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 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 chorus 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. For safety, 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 super 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 backstage stairways will be closed off to individuals wearing outdoor boots. Please observe the posted signs and use only the specified staircases to access the stage once you are in costume, in order to protect your costume from salt or other chemicals used outdoors.

**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, as improper handling of wigs can cause permanent damage. 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 communicated to you prior to the first dress rehearsal.

**Props**

The props you carry onstage will be located on shelves or 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**

Supers are not permitted to have guests in any backstage areas at any time. Following a performance, please arrange to meet your guests outside the Stage Door on 5<sup>th</sup> Street or in the public lobby of the Ordway. If you greet guests in the lobby, please remember to return backstage and exit the building via the Stage Door in order to properly sign out on the security log.

**➤ COMPENSATION & TICKETS**

The terms of your compensation are outlined in your Super contract. You will receive half of your fee by check at the first performance and half of your fee by check at the final performance. If for any reason you miss a performance, your final check will be adjusted accordingly.

All Supers cast in Minnesota Opera productions must possess a valid social security number or tax ID number. Upon being cast you will be required to complete a W9 Request for Taxpayer Identification Number form if you do not already have one on file with Minnesota Opera. If your personal information has changed since you last performed with us (i.e.: name or address change), you will need to file a new W9.

Supers may purchase tickets at a discount on a space available basis. The Patron Services department will determine the nature of the discount to be offered and performance dates at their discretion. Discounted ticket information and purchasing links will be emailed to you by the Production Stage Manager at the beginning of the rehearsal period. Productions sometimes sell out, so we recommend you purchase your tickets early.

**➤ CONTACT INFORMATION****Kerry Masek, Production Stage Manager**[kmasek@mnopera.org](mailto:kmasek@mnopera.org)

(612) 342-9584 Office

(949) 463-9740 Cell

**Jamie Fuller, Stage Manager, *Elektra, Flight, & Don Giovanni***[jfuller@mnopera.org](mailto:jfuller@mnopera.org)

(612) 342-9585 Office

(309) 826-5511 Cell

**Jerry Smith, Stage Manager, *Barber of Seville & Edward Tulane***[jsmith@mnopera.org](mailto:jsmith@mnopera.org)

(612) 342-9589 Office

(862) 432-1811 Cell

**Bemis Rehearsal Hall**

(612) 342-0238

**Corinna Bakken, Costume Director**[cbakken@mnopera.org](mailto:cbakken@mnopera.org)

(612) 342-9576 Office

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

(612) 333-6669

Hours: 10a – 5p, Monday through Friday

Located at the Minnesota Opera Center

**Minnesota Opera Offices**

(612) 333-2700 Main Switchboard

**➤ PARKING OPTIONS NEAR THE ORDWAY CENTER**

All directions assume that you are approaching downtown St. Paul from the 5<sup>th</sup> Street exit off of I-94 eastbound. Average fees are listed, but fees may be higher depending on special events occurring in the area.

**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 5<sup>th</sup> Street and 7<sup>th</sup> 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 5<sup>th</sup> Street and 7<sup>th</sup> 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 5<sup>th</sup> Street and 7<sup>th</sup> Street West turn right onto 7<sup>th</sup> Street West. Make the next left turn onto Kellogg Blvd. The entrance to the ramp is ahead on your right.

**Lawson Ramp (11 W. 5<sup>th</sup> 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 5<sup>th</sup> Street and 7<sup>th</sup> 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 5<sup>th</sup> Street, make the first right turn onto North Smith Avenue. The ramp entrance is ahead on your right.

**Science Museum Ramp (120 W. Kellogg Blvd., enter via Eagle St.)**

Pay either for amount of time parked in ramp or special event rates on select dates.

Above ground ramp about 1 block from the Ordway. When exiting I-94 eastbound onto 5<sup>th</sup> street, make the second right turn onto W. 7<sup>th</sup> St., the next left onto Kellogg Blvd., and an immediate slight right onto Eagle St. Proceed straight through the light at Chestnut St., then follow the signs for a left turn into the Science Museum Ramp.

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