

MN OPERA

Guest Artist Information

Updated 09/04/2023

Welcome to Minnesota Opera! We are delighted to have you here with us and look forward to an exciting and successful production. Enclosed in this welcome packet are contact information, schedules, and general information about the Twin Cities area. Please read this packet to familiarize yourself with company policies and information on the following topics:

- Hotel Accommodations
- Rehearsal Hall Location
- Venue Location and Parking
- Rehearsal Schedules and Electronic Callboard
- Final Room Run Through and Rehearsals with Orchestra
- Releases
- Backstage Access
- Valuables and Security
- Use of Theatrical Haze
- Illness and Physicians
- Mail and Office Services
- Wireless Internet (Wi-Fi)
- Fee Payments and Banking
- Visas
- COVID Policies

If you are unsure about who to contact with a specific question, start by contacting stage management:

Kerry Masek, *Interim Production Stage Manager*

Office: (612) 342-9584

Mobile: (949) 463-9740

Email: kmasek@mnopera.org

HOTEL ACCOMMODATIONS

Minnesota Opera's guest artists are typically housed at the Towne Place Suites by Marriott at 525 North Second Street, Minneapolis, MN 55401. The Towne Place Suites may be reached by phone at (612) 340-1000.

We make every effort to provide our artists with the best short-term housing available and to see that everything is in order before you arrive. If, however, we have overlooked something or you have any questions, please let us know. You may be assured that we will work to resolve any problems as quickly as possible. For housing questions or concerns, please contact: Roxy Stouffer-Cruz, Company Manager, at (612) 342-9571 or roxy@mnopera.org.

The Towne Place Suites offers a fitness room on the first floor of the hotel. A coin-operated laundry room is also located on the first floor. The ice machine is in the laundry room. Other hotel amenities include light housekeeping, complimentary continental breakfast offered daily, and high-speed internet.

Parking for automobiles is provided at your hotel in the garage or parking lot. Your room keycard will allow you to access the parking garage.

HOTEL COVID Policies

- View Marriott's commitment to clean Program details at: <https://clean.marriott.com/>

REHEARSAL HALL LOCATION

Rehearsals are held at the Minnesota Opera Center, located at 620 North 1st Street, Minneapolis, MN 55401. For artists staying at the Towne Place Suites, the Opera Center is about 1 ½ blocks from your hotel and you can walk to rehearsals. Exit the main door of the hotel and turn left. Walk past the Mill City Apartments building to the first crosswalk, and cross to the opposite (north) side of N 2nd Street. Use one of the sidewalks to walk through the River Station Condominium complex to N 1st Street. You'll see the Opera Center directly ahead, on the far side of N 1st Street.

You will be provided with a security code to enter on the keypad in the vestibule to unlock the inner door to the Opera Center.

THEATER LOCATION: LUMINARY ARTS CENTER (SEASON PREVIEW, TROUBLE IN TAHITI, & SERVICE PROVIDER)

Onstage rehearsals and performances are held at the Luminary Arts Center, located at 700 N 1st Street, Minneapolis, MN 55401 (next door to the Opera Center). Artists must enter and exit the building via the main/lobby door on N 1st Street. During rehearsal and performance calls, you will be given an access code to unlock the front door. Please note that this code will not work outside of the times of day that you are called.

For access to the Dressing Room level, either:

- Proceed through the door to the right off the lobby marked "Stage Door" for stairway access
OR
- Proceed through the door leading to the house for elevator access to level "M."

For access from the lobby directly to the house, proceed through the doors leading to the house, to the right of the bar, and you may use either the elevator or large staircase.

THEATER LOCATION: ORDWAY MUSIC THEATER
(CRUZAR LA CARA DE LA LUNA, ELIXIR OF LOVE, & LA BOHÈME)

Onstage rehearsals and performances are held at the Ordway Center for the Performing Arts, located at 345 Washington Street, St. Paul, MN, 55102. Artists should enter and exit the building via the stage door on 5th Street. You will be required to sign-in and out on the touch pads at the stage door entrance. Further details will be provided prior to your first onstage call.

Directions to the Ordway from Towne Place Suites:

Take North 2nd Street east to Hennepin Ave and turn right on Hennepin. Proceed to 6th Street and turn left on 6th St. Proceed straight ahead onto I-94 East. Take I-94 East to exit 241-B for 5th Street in St. Paul. Continue straight ahead, following 5th Street, and the Ordway will be on your right side at the intersection of 5th Street and Washington Street.

St. Paul Parking

When attending events at the Ordway Center you will need to park in a pay lot or garage. Please note that most parking meters in St. Paul have a two-hour limit, and we do not recommend using them as your calls will be longer than two hours. Out of town artists receive a local travel allowance, as outlined in your contract, to help offset the cost of parking and other transportation expenses. Any parking or traffic violations (including tickets for expired meters) are the responsibility of the driver.

Here are a few suggestions for pay lots and ramps within a few blocks of the Ordway. Parking rates are subject to change.

Traveler's Insurance Company Lot (385 Washington St.) | [Google Map Link](#)

\$6 - \$40 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. Automated kiosks at the entrance accept credit cards only (no cash). There is also an entrance off of W 6th Street.

Kellogg Parking Ramp (129 W. Kellogg Blvd.) | [Google Map Link](#)

\$10 - \$30 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 turn onto Kellogg Blvd. The entrance to the ramp is immediately on your right side off of Kellogg.

River Centre Ramp (150 W. Kellogg Blvd.) | [Google Map Link](#)

\$10 - \$25 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.) | [Google Map Link](#)

Hourly fee, \$4 - \$28 (up to 24 hours) OR flat event rate depending on events.

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.) | [Google Map Link](#)

\$10 - \$25 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.

Science Museum Ramp (120 W. Kellogg Blvd., enter via Eagle St.) | [Google Map Link](#)

\$10 - \$20 flat rate event parking.

Above ground ramp about 1 block from the Ordway. When exiting I-94 eastbound onto 5th street, make the second right turn onto W. 7th 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.

Treasure Island Center/TRIA Rink Parking Ramp (21 E. 6th Street, enter via 6th St. or Wabasha St.) | [Google Map Link](#)

\$8 - \$15 based on time parked, or flat event rate (depending on date) – Save money via Spot Hero App
Follow I-94 to 10th Street exit (exit 241B). Continue straight on 10th St., then turn right on Cedar and right on 6th St. Turn right into the ramp.

Directions from the Ordway to Towne Place Suites:

To return to the Towne Place suites, navigate from your parking location 5th Street West, westbound. Proceed straight ahead onto I-94 West and take I-94 to the 7th Street exit in Minneapolis. Exit 7th Street and at the second traffic light turn right onto 11th Avenue South. Turn left onto Washington Ave. Turn right onto Hennepin Avenue. Turn left onto 2nd Street North and the hotel will be on your left side.

REHEARSAL SCHEDULES & ELECTRONIC CALLBOARD

A preliminary overview schedule has been distributed to you via email prior to your arrival. The daily schedule always supersedes the overview schedule.

Daily schedules are typically published no later than 7:00p for the following day. Daily schedules will be distributed to you via email, posted throughout the Opera Center, and posted to [Minnesota Opera's electronic callboard](#). They will also be posted to the venue callboards when we are working onstage:

- At the Luminary: Callboard is located next to the elevator on Level “M” (Dressing Room Level)
- At the Ordway: Music Theater Callboard is located just past the inner stage doors

MNOP uses Prepared as our scheduling platform to efficiently manage our facilities, events, personnel, and resources. Visit our [Schedules](#) page for links to the Prepared calendar feeds, a short [Intro Video](#) from the makers of Prepared, and to review our [MNOP Artists Prepared User Guide](#) for tips to navigate the platform and sync calendar feeds with your preferred scheduling app.

REMOTE VIEWING OF REHEARSAL

To allow the staff that would normally visit rehearsal to view the rehearsal room remotely, a video conference feed (both audio and video) of the room will be broadcast. The link to view this feed will be controlled, and only allowed to those who would typically filter through the room in a “normal” production process. This feed will not be broadcast outside of the company. This feed may be recorded with warning, for staff study purposes. This content will never be publicly available.

GUESTS

In Rehearsals

In the interest of maintaining an atmosphere of concentration, all rehearsals are closed to guests of artists unless prior permission has been granted by both the stage director and conductor. Please make these requests via stage management at least one day in advance of your guests' proposed attendance.

Backstage Access

Due to the extremely limited backstage space at the Luminary Arts Center, guests are not permitted backstage or in dressing room areas. Please arrange to meet your guests in the public lobby. At this time, guests are not permitted backstage at the Ordway. We will notify you if this procedure changes at any time.

FINAL ROOM RUN THROUGH & REHEARSALS WITH ORCHESTRA

Artists are certainly welcome to vocally mark staging rehearsals as needed throughout the process. We request that artists plan to sing full out at the final room run through, Sitzprobe, and first orchestra dress rehearsals. Having all artists sing at these particular rehearsals is most beneficial to our music staff. If you are unable to sing full out at one of these rehearsals due to illness, please notify the conductor or the VP Artistic, Joseph Li.

RELEASES

Artists who wish to leave the Minneapolis-St. Paul metropolitan area during the rehearsal or performance period must have prior written permission from Minnesota Opera. *This applies even to days off and free days between performances so that we know your whereabouts in case of an emergency.* Please complete a release request form online: <http://callboard.mnopera.org/release-request-form/>. Artists must return to Minneapolis-St. Paul twenty-four hours before the commencement of a performance.

DRESSING ROOM PRIVACY

In the Ordway, artists in principal dressing rooms will be provided with a “do not disturb” sign which may be hung on your door at your discretion. If the sign is posted, only your dresser and the stage manager assigned to collect valuables & check on props will be permitted to knock for entry; all other staff will respect your wish for privacy. If you wish not to be disturbed before a performance, please make prior arrangements with the assistant director and music staff concerning how and when you would like to receive any notes. Notes will not be given while you are in the make-up chair, as it disturbs the workflow of the makeup team.

Please note that all dressing rooms are shared at the Luminary, and while dressing room traffic is still kept to a minimum, the above procedure does not apply.

VALUABLES

Artists are responsible at all times for all personal items brought to calls at the Minnesota Opera Center or Ordway Center. 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).

For your convenience, stage management offers lock-up for small items that you wish to have secured during dress rehearsal and performance calls. Please place items in the provided gallon sized ziplock bag, labeled with your name, and have them ready for collection at the half hour call. Items will be returned to you in your dressing room at the conclusion of the performance.

Valuables bags are intended for the collection of small “every day” items such as a wallet or cell phone. Due to space limitations in our lock up, we can only collect items which fit in the provided ziplock bag. We cannot accommodate large or bulky items such as handbags, shoulder bags, or backpacks for lock up.

USE OF THEATRICAL HAZE

In some productions, theatrical haze will be used. Most haze products are water and glycol based. Whenever theatrical haze is used a Safety Data Sheet (SDS) will be posted on the main Opera Center and/or Ordway callboards at least 24 hours before the product’s first onstage use.

ANIMALS

The Minnesota Opera Center is a dog-friendly worksite, and you may meet some of our furry friends in our office spaces. Pets are typically not permitted in rehearsal rooms while we are working.

Neither the Luminary Arts Center nor the Ordway Center for the Performing Arts permit animals in the facility unless they are service animals or are performing onstage.

AUDIENCE AT FINAL DRESS REHEARSALS

A small audience, usually between 50 to 200 people, will observe the final orchestra dress rehearsal. This audience is comprised of invited guests of the cast and creative team, the Opera Company, and its staff members.

A few operas each season will have a full student audience (up to 1800 attendees) observing the final dress rehearsal. Your production overview schedule will indicate whether or not you will have a student audience for your final dress.

ILLNESS & PHYSICIANS

Illness at any time during the rehearsal or performance period should be reported immediately to stage management: Kerry Masek, Interim Production Stage Manager, (612) 342-9584 office or (949) 463-9740 cell. If you require a doctor, Roxy Stouffer-Cruz, Company Manager, (612) 342-9571 can provide assistance in setting up an appointment. We maintain a list of excellent specialists and general practitioners which can be found in the Visitor Guide in this welcome packet.

MAIL AND OFFICE SERVICES

Your mailing address is: Your Name
 c/o Minnesota Opera
 620 North First Street
 Minneapolis, MN 55401
 USA

Each artist is provided with a mailbox at the base of the central staircase on the Lower Level of the Opera Center, just outside the Wenger Practice Rooms. Mail or packages, as well as communications from the Opera, will be delivered to your mailbox Monday through Friday. Please check your mailbox daily for correspondence.

Although you may also receive mail at the TownePlace Suites, we recommend having all correspondence and packages sent to the Opera Center so that we may forward items to you after your departure, if needed.

Additionally, MNOP team member Andrew Sun is a notary public, and can provide notary services while you are working with us. He is available 9a-5p Monday-Friday. Please email him at asun@mnopera.org to set up a time if you need anything notarized.

WI-FI

Wireless internet may be available at the Opera Center and Ordway Center, depending on where you are in the building.

At the Opera Center

Network: MN Opera

Password: Tul@ne2023!

Password may be changed periodically. The password is posted in public areas of the Opera Center including Green Room, rehearsal rooms, and on the Bemis Hall Callboard.

Luminary Arts Center Wi-Fi

Wi-fi information for the LAC will be posted at the theatre for each production.

Ordway Center Wi-Fi

Wireless Network: Music Theater WIFI

The password changes regularly, and the current password will be posted in dressing rooms and at the tech tables.

FEE PAYMENTS & BANKING

Artist fees are processed via direct deposit to your specified bank accounts, with payments made as outlined in your contract. If you have questions or concerns about your compensation please contact Salvatore Vasta at svasta@mnopera.org.

Minnesota Opera generally does not make advance payments on fees. However, if you are in an emergency situation and find yourself in need of an advance on your fee, please contact Salvatore Vasta at svasta@mnopera.org to make arrangements. Checks are printed on Wednesdays and requests must be submitted to the finance department before 12:00 noon on Tuesdays, so please keep this schedule in mind when making a request.

VISAS

If you are an international artist in the United States on a temporary visa and have questions about your status of departure process, please contact Roxy Stouffer-Cruz, Company Manager, at (612) 342-9571 or roxy@mnopera.org as soon as possible.

COVID Policies

All appropriate procedures for the production are outlined in the MNOP COVID-19 Preparedness Plan. COVID procedures are subject to change to reflect the most current information and best practice. Some information in this document may be superseded or negated by the implementation of those policies. All current information is available on our [electronic callboard](#) on the [COVID-19 Information Page](#).