

Student Handbook

vcuarts | theatre

Please read this handbook carefully.

You are responsible for knowing everything printed within.

The information in this handbook has been designed to assist you in planning and organizing your course of study in this department. Through reading this handbook, you will learn VCUarts Theatre policies and procedures.

Refer back to this Handbook periodically when making decisions throughout your academic career at VCU. If you are unclear about anything in this handbook, contact your advisor for assistance.

VCUarts THEATRE

ANTI RACISM STATEMENT

The faculty and staff of the Department of Theatre at VCUarts unequivocally condemn all forms of bigotry, racism, and anti-Blackness.

We recognize that the history of theatre and performance in the United States is inextricably linked with white supremacy, and we undertake to dedicate ourselves and our department to dismantling the racist structures within theatre education that have enabled the perpetuation of bigoted, racist, and anti-Black systems within theatrical institutions.

We are committed as a department to developing an anti-racist curriculum and production season, and we pledge as individuals to engage in concrete anti-racist work on both a personal level and in our work as educators, artists, and scholars in order to promote real and lasting change.

We are determined to support all our students by mindfully creating a culture of both safety and accountability within our department where BIPOC students feel seen and all our students feel valued, and we will devote ourselves and the resources of our department to eliminating bias, discrimination, and racism from our curriculum, our training, our classes, and our productions.

-VCUarts Theatre Faculty & Staff

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UNIVERSITY RESOURCES

Tech Services: 828.2227 | itsc@vcu.edu

Bookstore: 804.828.1678 | gifts@vcubooks.com

Cabell Library: 804.828.1110 | library@vcu.edu

Student Financial Services 804.827.8737 | sfmc@vcu.edu

Student Health: 804.828.8828 | <https://health.students.vcu.edu/patient-resources/>

Health Promotion and Well Being Center: 828.9355 | thewell@vcu.edu

Counseling Services: 828.6200 | uccounseling@vcu.edu | <https://counseling.vcu.edu/>

Campus Police/Emergency: (on campus emergency) 804.828.1234 | non-emergency: 804.828.1196

RamSafe Escort Service: 804.828-SAFE (7233) | ramsafe.vcu.edu

Division of Student Affairs: 804.828.1244 | dsa@vcu.edu

Student Accessibility and Educational Opportunity (SAEO): 804.828-2253 / saeo@vcu.edu

Covid Reporting Line: 804-692-6843

DEPARTMENT CONTACT INFO

Theatre Main Office.....	804.828.1514	Paint Studio.....	804.828.6029
Theatre Office Email.....	theatre@vcu.edu	SM Office.....	804.828.3998
Main Office Fax.....	804.828.6741	Department Site	arts.vcu.edu/theatre
Box Office.....	804.828.6026	Mainstage Tickets.....	vcutheatre.showclix.com
Box Office Email.....	theatretix@vcu.edu	Instagram	@vcuarts_theatre
Costume Shop.....	804.828.6025	Facebook	facebook.com/VCUartsTheatre

VCUarts THEATRE MISSION STATEMENT

It is the intention of VCUarts Theatre to educate and train students to be successful and viable as theatre professionals and/or academicians in their chosen area of performance, design/technology, stage management or pedagogy. As an integral part of the university, VCUarts Theatre has designated the following goals:

- 1.** To prepare students for professional employment in several fields of theatre.
- 2.** To create a safe, diverse, supportive and inclusive environment in which our students can explore and express ideas creatively and with assistance and support from their peers, mentors and faculty.
- 3.** To serve as a community and cultural resource that produces theatre for public enjoyment and interpretation.

VCU HONOR SYSTEM

VCU Students are expected to:

- practice personal and academic integrity.
- respect the rights and property of others.
- honor the rights and opinions of others and strive to learn from the differences in people, ideas, and cultures.

The VCU Honor System is printed in the VCU Resource Guide and can be found online at <https://conduct.students.vcu.edu/vcu-honor-system/>. It is your responsibility to be aware of and to observe the VCU Honor System and all policies and regulations of VCU and VCUarts Theatre. If you have a question about a policy please contact a faculty member, advisor or the Dean of Student Affairs.

AREA SPECIALIZATION GUIDELINES

Degree Requirements

The department offers a Bachelor of Fine Arts degree in Theatre with an emphasis in performance, design and technical theatre or stage management. In these pre-professional training programs, all aspects of theatre including the art, craft and business are examined. The curricula are designed to immerse the student in the practicalities and realities of professional theatre. The performer works daily with voice, body and imagination, while the designers, technicians and stage managers learn the art and tools of the trade in studio classes and in practical application while challenging their creativity and critical thinking.

The department also offers a Bachelor of Arts degree in Theatre. The BA in Theatre is designed for students seeking a broad exposure in the study of theatre within the liberal arts and humanities curriculum. The BA curriculum allows Theatre majors to minor in another subject. Current students may declare the BA major at any point in their college career.

All students are assessed by the faculty at the end of the students' second year to determine their standing in the BA or BFA track.

The Department of Theatre requires 120 credits for a degree in Theatre. A cumulative grade point average of at least 2.0 (C) is required for graduation by the university. Individual tracks may have more stringent minimum grade point averages for continuation in the program. A minimum of 45 upper level credits (300 or 400 level) are required to graduate and degree candidates must complete 30 of their last 45 credits at VCU. Completion of a minor generally requires between 18 and 24 credits in the minor subject area.

GENERAL ACADEMIC GUIDELINES

Student Responsibilities

- 1.** Be on time.
- 2.** Be prepared. Complete assignments.
- 3.** Maintain a high level of energy and enthusiasm.
- 4.** Learn to be constructive and non-threatening in criticism.
- 5.** Show respect toward the people and places you interact with.
- 6.** Aim for professionalism.
- 7.** Exercise caution and restraint when using social media.
- 8.** Be smart. Be safe. Eat. Sleep. Drink water.
- 9.** Embrace collaboration and teamwork.
- 10.** Safety. Use common sense and follow all department and university guidelines set forth in terms of physical and emotional health. If you do not feel safe or feel that you are witnessing unsafe practices, please contact a faculty member you trust to help resolve the situation.

Faculty Responsibilities

- 1.** Teach & Supervise: Instruction takes place not only in the classroom studio process, but also in the various aspects of producing theatre throughout the mainstage season.
- 2.** Evaluate: Evaluation by the faculty is an ongoing process and continues throughout the student's academic career.
- 3.** Mentor: Allowing students to learn from the instructors' experience and gain insight, advice and opportunities toward career development and employment.
- 4.** Guidance: If the faculty determines that an individual is not making satisfactory progress, the student will be given a warning. If there is not a change and improvement from the student, they may be advised to explore other areas of study.
- 5.** Oversee and Protect: Faculty will do everything in their power to maintain a physically and emotionally safe environment for all students, free from harassment or intimidation.

ATTENDANCE

- The only acceptable excuse for missing classes at the beginning of a semester is a contract committing the student to perform work at a professional theater. It is the student's responsibility to notify instructors of these commitments as soon as they are made.
- Below you will find the departmental attendance policies that are the general rules for our students. Be advised, individual attendance policies may vary beyond that due to specific needs of the course. Any additional attendance expectations will be specified in the individual class syllabus.

PERFORMANCE Concentration Attendance Policy:

Acting is participatory. You are therefore allowed no more than two absences from any core theatre class. With a third absence, your final grade will automatically drop a full letter grade and will continue to drop one letter grade with each additional absence. Tardiness in excess of 15 minutes or leaving class 15 minutes before class is scheduled to end will be considered an absence, and every 2 instances of tardiness will equate to one absence for grading purposes. Every instructor reserves the right to institute a "no lateness" policy. This means that if the door to the classroom is closed and you are not inside by the time class begins, you are absent. The only potential exceptions being made due to school matinees or high school touring productions.

DESIGN/TECH, STAGE MANAGEMENT Concentrations and BA DEGREE Student Attendance Policy:

Students will be allowed as many absences as the class meets per week. In other words, if the class meets 3 times a week, you will be allowed 3 absences before incurring a penalty to your grade. Tardiness in excess of 20 minutes will be considered an absence. Absences beyond those allowed will result in the reduction of your grade by a full letter for each additional absence. Tardiness in excess of 15 minutes or leaving class 15 minutes before the class is scheduled to end will equate to one absence. 2 instances of tardiness (arriving after the class has begun) will equate to one absence. Every instructor reserves the right to institute a "no lateness" policy. This means that if the door to the classroom is closed and you are not inside by the time class begins, you are absent. No exceptions. Refer to your syllabus for individual class policies.

ADVISING

All theatre majors are advised by the departmental advisor. The department recommends meeting with your advisor twice a semester – one meeting per semester is the minimum to ensure timely degree completion. It is each student's responsibility to schedule and attend meetings with their advisor.

- No theatre major should ever advise another student on the correct courses to take for the successful completion of a degree. No student should make registration decisions based on the advising of another student.
- All Theatre majors have access to the DegreeWork system through eServices. This system clearly lays out all courses required for graduation.

TRANSFER CREDITS

Transfer credits for academic coursework will be evaluated by the University Transfer Center.

Transfer credits for Theatre coursework will be evaluated by the Theatre Department.

The students' previous institution must be accredited for coursework to be accepted.

All students bringing prior credit (AP, IB, Dual Enrollment and transfer) to VCU have only one academic semester to submit their transcripts.

PREREQUISITES AND COURSE REQUIREMENTS

All Theatre students are required to complete the necessary prerequisite coursework for all required courses.

Students should read course descriptions and class syllabi carefully. You will be held responsible for all required coursework. Students may not "substitute" assignments for work required by your instructor.

REPEATED COURSES

Selected courses within the Theatre curricula may be repeated for credit. Registering for these classes too many times may result in the class not being counted toward credits for graduation. This can also affect financial aid and the cost of your tuition. Make sure to meet with your advisor before registering for these courses.

If a student earns a D or an F in a course they have the option of using the Historical Course Repeat policy. The class is taken a second time and the original grade is removed from the GPA calculation and the credits are removed from the total attempted. Students **MUST** fill out the Historical Course Repeat Form and submit it to Harris Hall (first floor) at the beginning of the semester in which they retake the course to take advantage of this policy.

INDEPENDENT STUDY

With the approval of a faculty supervisor and their advisor, a student may enroll for 1-3 credits per semester for academic credit when undertaking a creative individual assignment. These may be repeated for a maximum of 9 credits. Approval for these projects are traditionally limited to qualified 3rd and 4th year students.

INTERNSHIP POLICY

Students must meet with the department advisor prior to scheduling internship credits to determine how this will affect their degree completion. Proper paperwork must be completed before the student may be granted approval.

CAPSTONE POLICY

All 4th year students are required to complete a Capstone experience with their faculty mentor in preparation for graduation and professional employment opportunities.

CURRICULUM GUIDES

All curriculum information can be found online in the VCU Bulletin. Students are encouraged to use DegreeWorks (via eServices) for the most accurate information in terms of one's degree completion.

LEAVE OF ABSENCE/ REAPPLICATION POLICY

A student may leave the Theatre program temporarily and return without re-applying.

A student who is absent for more than 3 consecutive fall/spring semesters, excluding summer sessions must:

1. Re-apply to the university and
2. Re-audition (for Performance majors) or re-submit a portfolio and/or interview (for Design/Tech or Stage Management majors).

All students seeking re-admission must understand that they will follow the academic rules and bulletin for the year they re-enter the university (not the year they originally started their degree program). Students are urged to think very carefully before leaving the university for an extended period of time.

ACADEMIC SUSPENSION

Students are placed on academic suspension when their cumulative GPA is below 2.0 for two successive semesters and the following semester GPA falls below 2.0. A student on a first academic suspension may not enroll at the university for two consecutive semesters, including the summer session.

Courses taken at another institution while the student is under academic suspension from VCU are considered for readmission, but the coursework is not used to increase the VCU cumulative GPA. If the student is readmitted, the coursework will be evaluated according to regular procedures.

Students may apply for readmission to VCU for the semester following completion of the suspension period. Students readmitted after suspension enroll under the **academic probation** status. Degree-seeking students on academic probation may not enroll in more than 13 credits per semester. Students on academic probation are expected to improve their cumulative GPA by achieving a semester GPA of 2.0 or better during each semester of attendance.

If a student readmitted after suspension fails to obtain a semester GPA of 2.0 in any semester before achieving a cumulative GPA of at least 2.0, the student is placed on a five-year suspension. The student may be considered for readmission after a minimum five-year separation from VCU.

All students who are readmitted to the university will follow the academic rules and bulletin for the year they re-enter.

VCUarts THEATRE PROCEDURES

COMMUNICATIONS

Since it is often necessary for a faculty member, director, stage manager etc. to contact a student quickly, all students MUST maintain and check their VCU email account daily. Department emails include job openings, scholarships, internships, rehearsal schedules, workshops and other important information.

The VCUarts Theatre callboards are located across from the elevator and down the faculty hallway on the second floor of the Performing Arts Center. These serve as the physical message center for the department.

The VCUarts Theatre website is also a helpful place to learn about department news, auditions, community links and alumni information. Look under the "current students" page. arts.vcu.edu/theatre

VCUarts Theatre has informative email blasts multiple times a week. If you have information or announcements you'd like to have shared with the department, please email the information to mooresw4@vcu.edu.

Faculty and students—please, if you ever hear a friend or student or classmate saying that they do not receive these announcements from the theatre department, please tell them to email Marketing Coordinator Sarah Moore mooresw4@vcu.edu with their name, concentration and year (freshman/soph/junior/senior/grad) so we can check our records.

We put a lot of time and energy into updating all of these lists at the beginning of the semester, and we want to make sure everyone gets the info that they need.

Follow the department on Insta (@vcuarts_theatre) and Facebook (facebook.com/VCUartsTheatre) for department news too!

The Shafer Alliance Laboratory Theatre (SALT) board has a page on Facebook, which is also a rich source of information for the department and students.

Cell phones are an important means of communication and safety. (The LiveSafe app is a useful tool.)

However, cell phones must be turned off and put away during classes, rehearsals or performances.

STUDENT REPS

Student Reps act as a liaison between students and department faculty and staff to promote open communication and work for effective, positive change within the Theatre department. Students from all concentrations are encouraged to act as class reps.

EQUIPMENT USE POLICY

VCU School of the Arts students are only permitted to use university or school equipment or licensed material (including software) off-campus if such use is for a formal class assignment supervised by a VCUarts faculty member.

Students are not allowed to use university or school equipment, facilities or licensed material on or off campus for professional projects of their own, such as work for hire with a company or individual. This will be considered a criminal offense and could result in legal action and/or suspension from the university. The only exception to this policy is for a project formally sanctioned by a VCUarts department and supervised by a faculty member associated with the department.

SOCIAL MEDIA POLICIES

Be mindful and responsible when posting on social media. It is wonderful to post positive things about shows, projects, peers etc. However, negative comments are to be avoided, even in private chats. Faculty manages to see much of what is posted and mean or inappropriate posts will reflect negatively on you and the department and may even result in disciplinary action.

It is also important to give artistic credit when posting photos of productions. No photos of sets, costumes etc. should be posted without permission or credit or before the elements are complete - this usually occurs at the final dress rehearsal.

Absolutely no photos are to be taken in dressing rooms or backstage. However, once the production is open, you are welcome to share photos of yourself in costume, again with photo and design credit.

Be aware that cyberstalking and bullying are against the law. Do not participate in such activities and make a faculty member aware if you witness such behavior. We are a zero-tolerance community for any type of harassment.

TITLE IX

Virginia Commonwealth University is committed to providing an environment free from sexual misconduct, assault, harassment or any sex/gender discrimination that may violate Title IX of the Education Amendments of 1972 and other state and federal laws. For further information please visit: <https://equity.vcu.edu/titleix/>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

All final grades are available to the students through their eServices account. The Family Educational Rights and Privacy Act of 1974 states that the academic record of a student who is over the age of 18 is private. Faculty members are not permitted to discuss a student's academic record with a parent unless the

authorization is given by the Registrar's office. Parents may have access to a student's academic record if the student submits written permission.

FINANCIAL AID

VCU has 4 institution-wide systems for assisting students financially.

1. Grants
2. Work study
3. Federal loans
4. Private loans

For more information about VCU's financial aid policies and opportunities, check the VCU financial aid website. Students are responsible for ensuring that all financial obligations to the university and department are paid in a timely manner.

SCHOLARSHIPS, HONORS AND AWARDS

VCUarts Theatre and the School of the Arts offers a variety of scholarships for theatre students. Visit the VCUarts website for eligibility, criteria and application procedures. Questions may be addressed to Kim Seagraves (kseagraves@vcu.edu). The department strives to keep the students apprised of upcoming opportunities. This is another reason to check your VCU email frequently.

The availability of all scholarships and awards is subject to change.

HIGH SCHOOL MATINEES

Actors and production staff will miss morning classes on the occasion that the production they are working on has one or more student matinees on a weekday morning. It is the students' responsibility to get permission from their professors whose class they'd be missing prior to the matinee and will need to make up any work missed from those classes. The Theatre department will also distribute an excuse letter for those legitimately involved that can be provided to faculty to support the absence. Instructors are not obligated to excuse students from a class period for mainstage shows. Getting permission ahead of time is imperative.

INCLEMENT WEATHER POLICY

Class cancellations due to inclement weather will be determined by the President's Office. You may visit the VCU Alert website or call 278.1727 for closing information. Alerts will also be sent by email and text message. Students involved in a production should check with the stage manager for possible changes in rehearsal or crew schedules. If the university is closed, ALL mainstage and SALT rehearsals or performances will be postponed or canceled. No departmental event will be permitted to continue if the university is closed.

LOCKERS

The lockers located in the basement of PAC are available on a first-come, first-serve basis. You must sign out your locker in the theatre main office. You are responsible for your own lock for the locker. At the end of the semester all lockers must be emptied, and the locks removed. At the beginning of the fall semester, students will have 2 weeks to clear the lockers of their belongings before locks are cut off and items within discarded, to make lockers available to new students. Please be respectful of these shared spaces.

CLASSROOM POLICY

The classrooms and theaters in PAC and Shafer are all shared spaces. Please clean up after yourselves, leave the spaces as you found them and treat the rooms and items therein with respect. Furniture is assigned to each of the rooms, as well. Please be sure to ensure the proper items are always left in the appropriate spaces.

Knives, firearms or weapons of ANY KIND are strictly prohibited on campus (including pocket knives). Faculty must be made aware and give permission for any stage weapon to be brought into VCUarts Theatre buildings. Any weapon that is intended for theatrical use in a production or for a class project MUST be approved by Associate Chair Dr. Aaron Anderson before it may be introduced to the production or class and stored safely and appropriately as determined by Dr. Anderson and/or the Production Supervisor. Producing any type of weapon on campus without following these protocols could result in expulsion or arrest.

REHEARSAL SPACE

Space use is limited to VCUarts Theatre faculty and current students unless permission is given by the Department Chair and/or the Production Supervisor with a rental agreement and liability insurance documentation.

Faculty members and students may request the use of a space by emailing theatre@vcu.edu the week before the reservation is requested. The space is not reserved until you receive a confirmation email. When reserving spaces, the priorities will be as follows:

1. Mainstage performances
2. Regularly scheduled classes and studio
3. Special events/visiting artists as approved by the Chair or Production Supervisor
4. Mainstage rehearsals
5. Thesis productions
6. Advanced directing projects
7. Other projects related to class assignments
8. SALT (Shafer Alliance Laboratory Theatre) projects

Room schedules will be printed and posted by classroom doors every Monday. Last minute room reservations can be made by handwriting your name and the time block in a free space on the printed schedule. If your project is not written on the reservation sheet someone else may take the space.

Of course, all VCU safety protocols need to be followed at all times in our spaces.

The availability of certain areas may require occasional modifications to accommodate or as the result of department activities such as a visiting artist(s).

Furniture is assigned to each space and is not to be removed without the express permission of the faculty who uses the space or Bonnie McCoy.

PERFORMANCE RESPONSIBILITIES & POLICIES

PERFORMANCE DEPARTMENT DRESS CODE

Performance instructors have the right to set the clothing expectations for the course. If you fail to follow the expectations as stated, the instructor also has the right to issue repercussions such as loss of participation points, sending the student home to change, etc. If you are having difficulty meeting the expectations, please discuss this directly with the instructor, and they will assist you in finding a possible solution.

ASSESSMENTS

Students interested in pursuing a BFA in Performance degree are required to participate in an assessment during their second year of study. The assessment has two components, one at the end of the fall semester and one at the end of the spring semester. Both components are comprised of a skills score and a professional preparedness score. The skills score is centered around the skills currently being learned in their performance classes that semester. The professional preparedness score is centered around their classroom performance for the semester (attendance, engagement, punctual assignments, etc.). The overall score of both components will determine if a student is invited into the BFA program. If a student is not invited into the program, they will move forward with the BA track.

During their third year of study, BFA Performance students are required to participate in an assessment at the end of the spring semester. This assessment will be composed of an audition package. Students will be assessed on their progress throughout the year and their readiness to pursue a career in the field.

MAINSTAGE AUDITIONS

- 1.** Auditions will typically be held the semester before the productions will take place, with additional auditions the semester of, if needed (to possibly include incoming Grad Students and Freshmen).
- 2.** The student stage managers will run the auditions and callbacks.
- 3.** All declared BFA performance majors are expected to audition for all mainstage productions in which they meet the expressed casting needs. With each audition opportunity you are able to put your skills into practice and evolve as an artist. This will help you feel better prepared as you leave VCU and venture out into the professional world. All BFA performance majors are required to participate in one mainstage during their time at VCU in order to graduate. Please be mindful that you are giving yourself ample opportunity to be casted in a mainstage to fulfill the requirement. Declared BA majors and non theatre students are encouraged to audition.
- 4.** All actors will be expected to supply one copy of their headshot and resume per director for the auditions.
- 5.** When filling out the audition forms, actors must be clear and honest about any potential scheduling conflicts and their willingness to change their appearance or cut their hair for the production. This is considered a signed contract and the answers will hold the student accountable if cast.

6. Students with a current GPA of less than 2.5 will not be eligible for casting in any mainstage, SALT production, thesis project or Senior Showcase. The department advisor will give a list to stage management of all students expected to audition including whether or not they are eligible to be cast for the directors to review during auditions. Auditioning is a very important part of an actor's training.

7. Once approved, the cast list will be emailed to those who are casted. Actors cast will communicate with stage management acceptance of the role. Once all roles have been accepted the cast list will be posted through a department email, the SALT Facebook page, and posted on the callboard in the faculty hallway. If the cast list changes after the initial posting, the director will contact the students affected directly.

8. VCUarts Theatre mainstage productions take precedence over all other productions, including SALT or locally produced shows.

VCUarts Theatre practices non-discrimination in the casting of its mainstage productions, following the University's commitment to Diversity and Inclusion. We are committed to casting from the broadest possible pool of candidates for any given role. Selection decisions are based on individual merit rather than membership in a protected class as defined under Title VII of the Civil Rights Act of 1964.

Mainstage productions are where the training that takes place in the classroom meets the world the students will face as they enter the profession. While every attempt is made to include the largest possible group of student actors for any given production (including occasionally double casting roles), casting will reflect the profession in that the students selected to perform will be those who best exhibit the skills and work ethic needed to effectively convey the story to the audience.

Understudies will be assigned for each mainstage production. Students assigned as understudies can expect to learn their role independently. During rehearsals they will observe the work (blocking, motivations, backstage movement, etc.) being done surrounding their assigned role and take copious notes. It is encouraged they regularly check in with stage management to ensure the blocking they have on record is correct. Understudies are expected to rehearse on their own. They may or may not have the opportunity to jump up and go over some things during rehearsal. If agreed to by stage management, an understudy may arrive early and practice their material in the space before rehearsal begins. It is not guaranteed that an understudy will have an opportunity to perform in front of an audience. The understudy will only go on if their counterpart has called out of the performance. If they are to perform, the understudy can expect a put in rehearsal to go through the show and ensure they are adequately prepared. Understudying is a challenging yet incredibly rewarding experience. You learn so much about yourself as an actor as it requires you to find new ways to work. BFA Performance students are highly encouraged to participate in a mainstage as an understudy at some point during their time at VCU.

WORK ON OUTSIDE PRODUCTIONS

Whenever a performance student is offered a role in a production produced by a professional theatre company in the area, the student must meet with the Head of Undergraduate Performance, the Chair and any other pertinent faculty to discuss the value of the opportunity and the potential impact on their classroom performance. If the student has already been assigned a role in a mainstage in which the opportunity conflicts, the Artistic Director and director of the show will be looped into the conversation.

REHEARSAL AND PERFORMANCE POLICIES AND EXPECTATIONS

MAINSTAGE REHEARSALS

- 1.** Rehearsal staff will include a Production Stage Manager, Assistant Stage Manager and one or two Production Assistants, depending on the needs of the production and the students who are available.
- 2.** Actors cast in the show are encouraged to receive credit for the production, providing they have registered for the appropriate course section of Rehearsal and Performance (R&P).
- 3.** Rehearsals will be limited to 25 hours per week (not including tech).
- 4.** Rehearsals will end no later than 11pm.
- 5.** Directors may elect to use up to 12 hours of rehearsal time in the semester prior to the production. These rehearsals will be clearly communicated to the actors and stage management team during the auditions for the production.
- 6.** Rehearsals may also begin up to a week before classes officially begin for the semester. These rehearsals will not exceed 5 hours a day and will be clearly communicated to the actors and stage management team during the auditions for the production.
- 7.** Rehearsals on weekends may be no longer than 8 hours, including a one-hour meal break, with the exception of tech weekend. A straight 6-hour rehearsal may also be scheduled on a non-class day.
- 8.** Rehearsals on weekends may not begin earlier than 12 hours after the end of the previous night's call. (ie. If a Friday night rehearsal ends at 11pm, rehearsal on Saturday may not begin before 11am).
- 9.** Rehearsal props will be provided by the Props Head no later than the end of the first week of rehearsals. Performance props will be provided to the rehearsals as they become available, so the director can give input regarding said props throughout the rehearsal process. This information will be communicated through rehearsal reports and meetings.
- 10.** Stage Management will create a preliminary props list for the production, to then be reviewed and edited by the Props Head, Scenic Designer and Director for clarification and updates.
- 11.** The scenic department will provide stage management with an accurate 1/2" scale groundplan of the set no later than one week before the first rehearsal.
- 12.** Rehearsals will follow AEA regulations for breaks, meaning a 5-minute break after 55 minutes of rehearsal or a 10-minute break after 80 minutes of rehearsal. Straight 6-hour rehearsals are permitted, as long as they include one 20-minute break along with the standard 5 and 10-minute breaks.
- 13.** Stage Management will schedule costume fittings as needed for the Costume Department, working around the actors' work and class schedules.
- 14.** Actors are expected to be on time to all rehearsal and fitting calls, to be prepared for said rehearsals and to maintain a professional and courteous attitude in rehearsals and performances.
- 15.** Production meetings will be held weekly during the rehearsal period until the week tech begins. Stage Management will take and distribute minutes for each meeting prior to tech.
- 16.** Stage Management will create and distribute rehearsal reports as the main means of communication with the production team for every rehearsal, with the exception of tech. The production team is expected to read and respond as needed to each report.

17. Stage Management will address and document any injuries that may happen in rehearsals or performances. The accident will be recorded in the rehearsal or performance report and on an incident report that will be turned in to Bonnie McCoy.

18. There should be no use of anyone's personal props or costume pieces without written documentation and agreement between the individual and the Theatre Department. If someone's own item is requested for the production, a contract will be provided from the administration to cover any agreed upon liability. If an individual provides such an item and puts it into use for the production without such an agreement, the Theatre Department will not be held responsible for the care or maintenance of said item.

TECH REHEARSALS

1. Tech week will begin the week prior to the Opening Performance.

2. Tech weekend may include two 10 hour out of 12 hour rehearsal days.

3. Production meetings will be held after each tech rehearsal. The Production Supervisor will run these meetings.

4. Stage Management will create and distribute Daily Calls for each tech rehearsal, as well as a tech and performance schedule. Stage Managers will not distribute reports during tech week – as information will be discussed in the production meetings post-rehearsal with the entire production team.

5. Actors will be expected to provide their own basic stage make-up. If special make-up is required for the role, it will be provided by the Costume department.

6. Production and publicity photos and filming will take place during dress rehearsals. Students will also take their own portfolio shots during the dress rehearsals (or have someone take them for them). If needed, an additional photo call will be scheduled.

PERFORMANCES

1. There may be student matinee performances for each production followed by possible talkbacks with the cast, when there is an appropriate facilitator and interested patrons. Actors will change back into their street clothes before attending talkbacks (or other post show events). The appropriate tech staff will also be expected to stay until the event is complete, in order to shut down and lock up as required. (These events will be included on the production calendar or added with appropriate notice).

2. Actor call for performances may be as early as one and one half hours before curtain and will be announced by Stage Management. In the case of extensive hair or make-up needs, the actor call time will be determined by the Costume department.

3. Cell phones are not permitted backstage during performances. If seen, they will be taken away and held by stage management until the end of the show.

4. Run crew needed for backstage, wardrobe, lights and sound will be provided by students enrolled in the THEA 100 class the current semester. These assignments are made by production faculty based on the needs of each production. Sound and Light crew are as needed and requested by each department.

5. Perishable props will be supplied by the Props department as needed throughout the run of the production. The needs will be communicated in the performance reports.

6. The entire cast and production staff will be provided at least 1 complimentary ticket for each production.

7. The Stage Managers and House Manager will be in charge during all performances. However, a faculty member will also always be present in the building during performances in case of emergencies.

8. Stage Management will create and distribute performance reports for every performance. Production staff will be expected to read and respond to each report as necessary by the next performance.

9. In the case of an emergency, Stage and House Management will be responsible for safely clearing the house and backstage if needed and informing the faculty member present to address the issue and contact the proper personnel or authorities.

10. In the event of student matinees, the cast and production staff will receive departmental letters to hand out to any professors whose classes they may be missing due to the daytime performances. These letters will be distributed no later than the week of the matinees. Students are expected to let the professors whose classes they will be missing know well in advance that they will have this conflict. Faculty are not required to honor this request. Be sure to communicate it early.

11. The cast and crew will be notified at least a week in advance of changes to the performance schedule, as well as of special events happening before, during or after performances that they are expected to participate in. (ie. Meet and greets after Alumnights, talk backs etc.).

DESIGN / TECH RESPONSIBILITIES & POLICIES

All Design and Technical majors are expected to participate on crews and in the design and construction of VCUarts Theatre productions.

Design/Tech students will regularly be assigned production work. These assignments will be determined by their faculty advisor and other Design/Tech faculty who will consider the needs of the production, the students' needs and abilities, and the overall needs of the department.

Students may advance to more responsibility in assignments by completing any tasks given to them efficiently, with skill and a positive attitude.

Production credits may be available for these assignments. Please discuss with your department advisor when you have been given such responsibilities to determine what you may register for.

All Design/Tech majors are required to maintain a 2.5 GPA in order to work on any productions (mainstage or SALT). Students with a GPA falling below

2.5 for two consecutive semesters will be put on probation and may be removed from the program by majority vote of the Design/Tech faculty. Design/Tech majors will be assessed twice a year. These portfolio reviews will help prepare students for varied professional interview situations. This is a time to show the very best of your work. They are held the Wednesday and Thursday of finals week each semester.

In December, sophomores, juniors and seniors will present their work to the Design/Tech faculty panel. Included with the portfolio of work, should also be a current resume and a self-evaluation by the student of their strengths and weaknesses, as well as short and long-term goals. The specifics of each review will be posted and announced each semester. This portfolio review is designed to resemble interviews at SETC (Southeastern Theatre Conference).

Students will receive written comments about their work and progress after the December review. If a student is struggling with their grades or production assignments, they will be notified by the faculty and

have the following semester to resolve the issue.

PORTFOLIO REVIEW

The spring semester portfolio review is scheduled for 2 days. One of the days a panel of professionals will meet with and review the work of the upperclassmen in individual interviews. For freshman, the review resembles a "science fair" format. Tables will be set up and students will be assigned sections of the table areas to present their work from the year. The faculty will move through the displays and talk to students individually about the work they are showing, their experiences in the department so far and goals for their future.

In May of the student's second year, they will be assessed as to whether they are prepared and appropriate for the BFA or the BA track. These are two different programs and students will find they may be better suited for one than the other. Some of the factors that the faculty considers are:

- 1.** The student's work ethic and conduct
- 2.** Performance on assigned tasks
- 3.** Academic performance
- 4.** Ability to assume leadership roles
- 5.** Ability to handle responsibility
- 6.** Professional prognosis
- 7.** Ability to balance and meet multiple expectations

BFA students may meet with an advisor at any time to discuss switching to the BA program, but admittance to the BFA program is through portfolio review or interview only.

STAGE MANAGEMENT RESPONSIBILITIES & POLICIES

All Stage Management students will be given assignments on mainstage productions as their skill set allows, and the head of the program determines. Under most circumstances, Stage Management students will have had positions as a Production Assistant twice, Assistant Stage Manager once and Production Stage Manager once by the time they graduate. These assignments will vary depending on the needs of the productions and number and ability of students in the program at any given time.

Stage Management students will receive individual feedback on a rolling basis. This will come from their professors, as well as professionals in the theatre industry. At least once a year students will be expected to share their work in the form of a production book/portfolio/website and resume in order to receive such feedback.

Any sophomore stage managers who carry a GPA of less than 2.8 by the end of the fall semester, will be required to meet with their stage management professor to discuss their circumstances and be put on probation until their GPA has improved. The student will not be permitted to work on a mainstage or SALT production until their probation has been lifted by the professor. This may also impact their continued participation in the BFA program. If the student's GPA remains below 2.8 during their junior year, they may be asked to move into the BA program.

YOUR HEALTH AND SAFETY

THEATRE AND HEALTH

A theatre student must be actively concerned with their physical and emotional well-being. The responsibilities of a theatre student are physically and mentally demanding. Proper sleep and dietary habits, as well as healthy stress-relief habits, will be beneficial in maintaining the health needed to function successfully in this department. It is also strongly encouraged to seek medical treatment as necessary. If students are unable to see their personal physicians for medical assistance they should visit the University Health Services.

It is also a student's right to request an Intimacy Coach in any rehearsal or classroom setting that they feel needs additional supervision to maintain a safe, comfortable and consent-driven experience. No student should be required to partake in any exercise that forces them outside of their personal boundaries.

VCUarts Theatre pledges a welcoming environment free of harassment and discrimination. There is a zero-tolerance policy for said behavior.

Harassment includes but is not limited to:

1. Inappropriate or insulting remarks, gestures, jokes, innuendos or taunting about a person's racial or ethnic background, color, place of birth, ancestry, religion, gender, age, pregnancy or familial status, veteran status, genetic information or disability.

2. Unwelcome questions or comments regarding an individual's private life.

3. Unwelcome jokes, remarks, innuendos or taunting about a person's body, attire, appearance, gender or sexual activities.

4. Unwanted or inappropriate touching or other physical contact.

5. Unwelcome inquiries or comments about a person's sexual activities or preferences.

6. Leering, whistling or other suggestive or insulting sounds.

7. Inappropriate comments about clothing or physical characteristics.

8. Expressing through text, email or other method offensive sexual remarks, jokes, stories, pictures or materials which are sexually oriented.

9. Requests or demands for sexual favors which include or strongly imply the promises of rewards for complying and/or threats of punishment or backlash for refusing.

10. Sexual solicitation or advance made by a person to confer, grant or deny a benefit of advancement.

11. Reprisal or threat of reprisal for the rejection of solicitation.

Any or all of the above examples of harassment may create a negative environment for individuals or groups and have the effect of creating a toxic work environment. It should also be noted that an individual does not have to be the direct target of harassment to be adversely affected by it. Conduct or comments that create an offensive, hostile or intimidating environment will not be tolerated. Harassment is decided not on the intent, but on the impact of the actions. We are committed to ensuring a climate free of sexual assault and harassment for all students and faculty

If anyone feels that they are the victim of, or present to witness the victimization of another, they should immediately inform your stage manager if it happens during a rehearsal or performance or inform a trusted faculty member. Students who feel unsafe in any way may contact a variety of people—including their Stage Manager, the Production Supervisor, the Associate Chair, or the Chair. Our intent is to maintain a safe, positive and respectful atmosphere in all areas of the department.

HEALTH INSURANCE

All full-time students are required to subscribe to the university's Student Health Services. Health Services fees cover only those rendered at the Health Services Clinic. Students will be responsible for charges incurred if they visit other physicians. University Health Services is located at 1300 West Broad Street, Suite 2200, 828.8828. Students should carry their own accident and health insurance policies and carry their card with them at all times.

DISABILITY SUPPORT SERVICES

Students who have physical problems such as diabetes, arthritis, epilepsy, or learning disabilities, such as dyslexia, ADHD etc. which may affect academic

studies or performance activities should notify each of their instructors at the beginning of each term. In order to receive academic help from the university, the student's medical records must be on file at Disability Support Services.

GENERAL SAFETY GUIDELINES

Never walk alone at night. Please use the "buddy system" to get to your destination or call the VCU Escort Service (828.WALK). This is especially important after late night rehearsals or performances. Please check with each other to be sure no one will be getting home on their own.

We realize that there will often be a need to work in one of the theaters or labs late at night. If this is unavoidable, you **MUST** have another person with you if it is after midnight. No one should be working alone in either theater late at night. And **NO ONE** is to use power tools or climb into the grid of the theater after hours or without faculty supervision.

If involved in a mainstage production, please leave valuables at home during performances or allow the stage managers to collect them to keep them safe during a show. Never leave personal belongings unattended. We have experienced theft in the past.

Do not leave outside doors propped open.

Make a note of the locations of the yellow VCU Police Emergency phones in relation to your classes and housing.

Immediately report any suspicious behavior to the VCU Police (828.1234) or the main office of the Theatre Department (828.1514).

Always carry your student ID and insurance cards.

If you are seriously injured or witness a serious injury, call 911, then notify the closest faculty member. Accident Report Forms are located online, with the QR codes posted by the elevator on the 1st floor of PAC and in the department mailroom. These forms must be filled out by the injured party or a witness (ie. a stage manager) and submitted to Bonnie McCoy

HOW TO BE PREPARED FOR EMERGENCIES

Sign up to receive VCU text alerts.

Download the "LiveSafe" app.

Know the evacuation routes from your classes and dorms.

Know the emergency phone number for VCU Police: 828.1234.

Report suspicious activities, people or objects.

UNIVERSITY COUNSELING SERVICES

The mission of University Counseling Services (UCS) is to create an environment that fosters student growth, development and psychological well-being through direct clinical services, education and prevention. UCS is committed to human rights and equality, promoting respect for individual and cultural differences. For assistance, please call 828.6200 or visit their website.

Virginia Commonwealth University is committed to providing an environment free from sexual misconduct, assault, harassment or any sex/gender discrimination that may violate Title IX of the Education Amendments of 1972 and other state and federal laws.

For further information on VCU and Title IX, please visit: <https://equity.vcu.edu/titleix/>

BOX OFFICE POLICIES

VCUarts Theatre students are strongly encouraged to attend a performance of each mainstage production. Tickets can be purchased at the box office, with a discounted rate of \$5 per student ticket for all performances. Students may also see the shows for free if they sign up to usher for a performance.

To reach the Theater Box Office or purchase tickets, please visit our website - www.arts.vcu.edu/theatre. You can also call 828.6026 or email theatretix@vcu.edu with questions.

Ticket prices will not be prorated for late arrivals or early departures. There will be no refunds. If a ticket needs to be exchanged please see the Box Office or House Manager.

COMPLIMENTARY TICKET POLICY

VCUarts Theatre faculty and staff (including adjuncts) are entitled to at least 1 free ticket per production.

VCUarts Theatre graduate students are entitled to 1 free ticket per production.

Cast and crew members of a mainstage production are entitled to at least 1 free ticket per production. Complimentary Ticket Forms will be given out to the company by the stage manager.

Complimentary tickets should be picked up from the

Box Office no later than 30 minutes prior to the performance. If they are not claimed by then and the show is sold out, they may be forfeited.

GENERAL PERFORMANCE INFORMATION

The Hodges Theater is wheelchair accessible by taking the elevator to the second floor.

The last row of seats in Hodges Theater will be reserved for late-seating.

If a patron leaves the theater during the performance and intends to return, they will be asked to re-enter from the back of the theater on the 2nd floor to avoid crossing paths with the cast or crew.

HOUSE MANAGEMENT

There will be at least 1 House Manager present for each VCUarts Theatre mainstage performance.

The House Manager will be responsible for communicating with the Stage Manager in terms of opening and closing the house once tickets are picked up and patrons have all entered the theater.

The House Manager will be in charge of the ushers at each performance, will maintain a clean house and will coordinate reserved seating when needed.

PRODUCTION RESPONSIBILITIES

Specific responsibilities of the people involved in a theatrical production, though largely standardized, still may vary from production to production. The following descriptions of job responsibilities are written in general terms and are not all-inclusive. If you are uncertain of what you are in charge of when given a show position, please make sure to ask your supervisor for clarification.

DIRECTOR

1. Responsible for, and in control of all of the artistic aspects for a particular script being brought to the stage. Responsible for the overall mood/activity/schedule setting/schedule maintenance of all rehearsals in tandem with stage management.
2. Works with the design team to create the visual concept to be realized by the production departments.
3. Casts and works with actors to achieve the performances desired for the production.
4. May employ the services of an Assistant Director, who may function in the absence of the Director and may be assigned shared responsibilities with the Director.

ASSISTANT OR ASSOCIATE DIRECTOR

1. Responsible for duties assigned by the Director.
2. This position is not one of authority unless all parties are so informed by the Director.
3. Duties may include research and note-taking.

DRAMATURG

1. May be called upon by the Director to serve as theatre historian, researcher, translator, adapter, advisor or critic.
2. May also work with the PR Department to create education materials or help with publicity ideas.

MUSICAL DIRECTOR

1. Responsible for the musical and vocal training of the cast and instrumentalists.
2. Conducts musical auditions.
3. May serve as rehearsal accompanist.
4. Will assemble orchestra and conduct performances.

CHOREOGRAPHER/ MOVEMENT SPECIALIST / FIGHT DIRECTOR/ INTIMACY DIRECTOR

1. Responsible for dance sequences in plays and all dancing in musicals (in collaboration with the director and creative team).
2. Participates in auditions when appropriate.
3. May be enlisted to choreograph fights, scenes involving physical intimacy, or other specialized movement needs.

VOICE / SPEECH / DIALECT COACH

- 1.** Works with director to make decisions about which dialects would best serve the production.
- 2.** Coach the actors to ensure the dialects/accents are consistent and accurate, that the actors are projecting their voices fully and their diction is clear.
- 3.** Educate and support the actors in terms of vocal health practices.

ACTOR

- 1.** Answerable first to the director, then to the Stage Manager in rehearsals and performances.
- 2.** Performs roles as directed and maintains the integrity of the performance through the duration of the run.
- 3.** Expected to be punctual, responsible, respectful, and diligent in their craft.

PRODUCTION STAGE MANAGER / STAGE MANAGER (PSM / SM)

- 1.** The Stage Manager assists the Director in all aspects relating to the smooth functioning of the rehearsal hall including schedule setting and maintenance, timely breaks, etc. and is in control of the production once it has opened, maintaining the artistic integrity of the Director's vision.
- 2.** Assists the director in terms of rehearsal and production needs.
- 3.** Oversees rehearsal room set up and breakdown.
- 4.** Creates and distributes Daily Calls and Reports to facilitate communication.
- 5.** Runs the technical rehearsals and performances.

ASSISTANT STAGE MANAGER (ASM)

- 1.** Assists Production Stage Manager with all needs for the rehearsal and production process.
- 2.** Typically in charge of all backstage paperwork.
- 3.** Typically runs the deck during performances.

PRODUCTION ASSISTANT

- 1.** Assists the PSM and ASM in all rehearsal and performance needs, including making copies, running errands, being on book and taking line notes.
- 2.** Part of the stage management team working on the shows during performances, typically supporting the ASM and run crew backstage

SCENIC DESIGNER

- 1.** In collaboration with the Director, the Scenic Designer creates the setting for a production.
- 2.** Completes renderings and a model of the set in scale.
- 3.** Designs or approves props and set pieces.
- 4.** Provides ground plans, design elevations, drawings and other specifications of their design to the Technical Director in the appropriate method such as a model and/or Vectorworks draftings.
- 5.** Advises the building of the set and props as needed.

ASSISTANT SCENIC DESIGNER

- 1.** Performs those duties specifically assigned by the Scenic Designer which may include drafting, model-making, research and organization.

SCENIC ARTIST / PAINT CREW

- 1.** Responsible for all paint treatments required for the scenic design.

TECHNICAL DIRECTOR (TD)

- 1.** Supervises construction of set by balancing the designer's specifications and departmental budgets.
- 2.** Creates draftings to inform the build.
- 3.** Coordinates crew schedules, construction methods and material purchases.
- 4.** Oversees scenic load-in.
- 5.** Supervises the maintenance of scenic elements throughout run of production.

ASSISTANT TECHNICAL DIRECTOR (ATD)

- 1.** Performs duties assigned by the Technical Director.
- 2.** Creates drafting to inform the build.
- 3.** Often present in the scene shop to assist and oversee set construction.
- 4.** Communicates needs or issues in the scene shop to the Technical Director.

HEAD CARPENTER

- 1.** Lead builder in charge of set construction, working closely with the ATD and supervising and assisting construction crew.

DECK CARPENTER

- 1.** Member of the scenic team who is present before and during performances acting as stage crew and/or maintaining and repairing scenic elements as needed during the production

RUN CREW

- 1.** Present before and during all technical rehearsals and performances to carry out needs of the show in terms of presets, handoffs, scene changes and any other tasks assigned by the stage management team.

PROPERTIES HEAD

- 1.** Provides rehearsal props for use while performance props are being built and found.
- 2.** Creates and/or procures all props and set decorations required by the script, the Director and the Scenic Designer.
- 3.** Oversees the properties crew in creation of props.

PROPERTIES CREW

- 1.** Assists Prop Master in building, sourcing or procuring all props and set decoration required for the production.

COSTUME DESIGNER

- 1.** In collaboration with the Director, designs the costumes for a production.
- 2.** Provides the Costume Shop with complete color sketches and color schemes, including ornament and detail drawings.
- 3.** Designs, selects and approves costume accessories.
- 4.** Approves hair styling and selection of wigs, hairpieces, mustaches, beards and specialized make-up.
- 5.** Attends fittings and dress rehearsals.

ASSISTANT COSTUME DESIGNER

- 1.** Performs those duties specifically assigned by the Costume Designer.
- 2.** Assists Costume Shop Supervisor in organizing the work of the stitchers and drapers, recording expenses, doing research and attending fittings.
- 3.** Works closely with Stage Managers, Wardrobe Supervisor and dressers.

HAIR AND MAKEUP DESIGNER

- 1.** In collaboration with the Director and Costume Designer, makes decisions regarding actors' makeup and hair needs.
- 2.** Executes or supervises wig creations.
- 3.** Instructs actors in methods of achieving desired hair and makeup designs.

COSTUME SHOP SUPERVISOR

- 1.** In charge of all construction and alterations of costumes in costume shop in preparation for productions.
- 2.** Arranges measurement and fitting appointments with the Stage Manager.

WARDROBE SUPERVISOR

- 1.** Responsible for all backstage operations involving costumes, including quick changes.
- 2.** Oversees maintenance and cleaning of costumes during performances.

WARDROBE RUN CREW / DRESSERS

- 1.** Assists the actors in dressing and quick changes backstage.
- 2.** Carries out duties assigned to them by the Wardrobe Supervisor.

LIGHTING DESIGNER

- 1.** In collaboration with the Director, designs lighting for the production.
- 2.** Provides equipment list and light plot.
- 3.** Advises hang and focus of lighting instruments.
- 4.** Designs all light cues.

ASSISTANT LIGHTING DESIGNER

- 1.** Works closely with Lighting Designer to accomplish the tasks listed above.
- 2.** Often designs and coordinates Spot Lights.

HEAD ELECTRICIAN

- 1.** Responsible for technical needs of the Lighting Designer.
- 2.** Oversees electric crew in the process of hanging, cabling and focusing lighting instruments.
- 3.** Supervises maintenance of equipment.
- 4.** Acts as Electric Crew Chief.

ELECTRIC CREW

- 1.** Prepares, hangs and focuses lights in accordance with the light plot and the Master Electrician's direction.
- 2.** Perform maintenance on instruments as needed throughout the run of a production.

DECK ELECTRICIAN

1. Responsible for maintaining and operating any lighting needs during performances.
2. Works in conjunction with Light Board Operator to complete pre-show checks and repairs as needed.

LIGHT BOARD OPERATOR

1. Responsible for running the light board during performances.
2. Responds to standbys from Stage Manager.
3. Fire light cues when given the "GO" by the Stage Manager.
4. Saves and shuts down lighting equipment in booth after performances.

SOUND DESIGNER

1. In collaboration with the Director, creates the sound design for the production
2. Supervises the set up and maintenance of sound equipment for performances.
3. Builds and provides sound cues to the Stage Manager.

SOUND BOARD OPERATOR

1. Responsible for testing and maintaining sound equipment and cues before performances.
2. Responds to standbys from Stage Manager.
3. Fire sound cues when given the "GO" by the Stage Manager.
4. Responsible for properly shutting down all sound equipment at the end of performances.

SOUND MIXER

1. Often in addition to operating the sound board, the mixer is responsible for operating the mixing board for shows when the cast wears body mics. This is most often for musicals or shows needing special vocal effects.

A2 / AUDIO TECHNICIAN

1. Responsible for testing and maintaining all microphones as well as helping the actors put them on properly.
2. Remains backstage during performances to address and resolve technical sound issues as noted by the Sound Board Operator, the Stage Managers or the actors.

SOUND CREW

1. Assists Sound Designer in placing and maintaining equipment in preparation for technical rehearsals and performances.
2. Collaborates on sound-based props.

HOUSE MANAGER

1. Responsible for all aspects of the front of the house (audience seating) in terms of cleanliness, comfort and safety for the patrons.
2. Coordinate with the box office and stage management opening and closing the house.
3. Supervise ushers and ticket-taking, informing stage management of the house count and any issues affecting the audience during performances.

DEPARTMENTAL BEHAVIORAL EXPECTATIONS

Students are expected to act in a professional and appropriate manner in all classes, rehearsals and performances. The theatrical process is entirely collaborative. ALL those involved in the creation of a production are to be treated with appreciation and respect, as every single position is important to the process

CLASSROOM CONDUCT

- 1.** Students are expected to arrive to class on-time.
- 2.** Faculty will determine and enforce attendance policies for their classes. Make sure to read the syllabus carefully, or ask the instructor to be sure of their expectations.
- 3.** Students must wear appropriate attire as indicated by the class instructor. This applies to all performance and technical students. If a student is not dressed properly for a class, the instructor may send the student away to change. This may result in a tardiness or absence at the discretion of the instructor.
- 4.** The classrooms are a shared space. They should be left clean and neat after use.
- 5.** Exhibiting disrespectful behavior toward an instructor, fellow students, or the classroom and equipment, is unacceptable. If a faculty member feels a student is behaving inappropriately or being disruptive, they may ask the student to leave the class for the remainder of the session. This may also negate the student's attendance for that class session.

6. Disruptive behavior by a student may result in the filing of formal charges under the University's Rules and Procedures document that can be found at www.provost.vcu.edu.

7. Smoking & vaping is prohibited in all VCU buildings.

8. The furniture provided to each classroom is dedicated to that space and should not be removed.

9. Trespassing, vandalism or theft are grounds for immediate dismissal from the department.

AUDITION CONDUCT

1. For auditions, students should be prepared to provide copies of their headshots and resumes and be dressed in professional attire. The only exception to this is for a dance call, in which case you should wear clothing appropriate for movement.

REHEARSAL CONDUCT

- 1.** Important information regarding rehearsals will be posted on the department callboard and emailed daily. Please make sure to check your email regularly and often to stay informed.
- 2.** You are expected to be on time and dressed appropriately to every call. That means being ready to work at your call time, not just arriving. If you will be unavoidably late, you are expected to contact your Stage Manager to make them aware of your situation.
- 3.** It is unacceptable to attend a rehearsal under the influence of alcohol or drugs. If found to be inebriated in any way, you will be immediately dismissed from the rehearsal and possibly the production.
- 4.** Clean up after yourself. Stage management is not meant to be your housekeeper.
- 5.** Communicate issues to stage management.
- 6.** Be quiet and respectful in rehearsal when you are not working. If you'd like to work on your own scenes or lines when you're not needed in rehearsal, talk to stage management about where you can do that without disturbing others.

CREW CONDUCT

- 1.** Often you will be eligible for credit when taking a crew position, such as THEA 100 or Rehearsal and Performance (R&P) credits.
- 2.** Attendance, punctuality, positive attitude, willingness to attempt tasks and reliability will all factor into your grade when performing as run crew.
- 3.** Crew refers to backstage run crew, dressers, board operators and spot light operators.
- 4.** Please dress appropriately. In most cases, this will mean all black clothing and closed-toed shoes. Your supervisor will inform you if there is a different dress code needed.
- 5.** Run crew members will report directly to the Assistant Stage Manager. Dressers will report to the Wardrobe Supervisor and Costume Shop Supervisor, and then the Assistant Stage Manager.
- 6.** Being part of a run crew requires complete attendance. We do not have understudies for crew positions so absence from a rehearsal or performance (unless there is an extreme circumstance) is not allowed and will negatively affect your grade.
- 7.** Food and drink are prohibited backstage, with the exception of water in a closed container.
- 8.** Once you have arrived to your call, you may not leave the theatre building again without the permission of a Stage Manager.
- 9.** It is unacceptable to attend any rehearsal or performance under the influence of alcohol or drugs. If found to be inebriated in any way you will be immediately dismissed from the rehearsal or performance and possibly the production.

PERFORMANCE CONDUCT FOR CAST AND CREW

1. You are expected to be on time and signed in (if you are an actor) for all calls. Once you have signed in, you may not leave the building again without permission of a stage manager.

2. If you are having an emergency, or are ill, and not able to get to the theater on time, you must let your stage manager know as soon as possible. Your stage manager is the very first person you should communicate your issue to.

3. There are NO CELL PHONES permitted backstage beginning at the "Five Minute" Call until the end of the show. If phones are being used they will be taken away for the duration of the performance. (You may check your phones at intermission once your duties are complete, but it then needs to be put away by the "Places" call for the second act).

4. There is no food or drink permitted backstage (with the exception of water in a closed container). There is also no eating, drinking or smoking allowed in costume. If you need to partake in those things while in costume, be prepared to cover up with a robe or oversized shirt.

5. Cast and crew are to maintain the artistic integrity of the show throughout the duration of the run. No changes can be made once the show is open without permission of the Director or PSM.

6. Costumes and props are to be treated with respect and returned appropriately. Do not touch a prop or costume piece that isn't yours.

7. Sound and light carries easily in our theater. Please be as quiet as possible when backstage and be aware of masking and audience sightlines.

8. Photos are not permitted to be taken in dressing rooms or changing areas backstage.

9. Photos of scenic elements or costume pieces may not be posted on social media without getting permission from, and giving credit to, the designers.

10. During performances, understudies who are not used may be released once the second act of the show has begun.

11. Actors should not interact with audience members or mingle in the lobby in costume, unless there is an approved event or circumstance. In the case of a talkback, actors will get out of costume before joining the company onstage.

12. There will always be a faculty member in the building during performances, but the stage management team is in charge of the show. Please follow any and all directions given by a Stage Manager, Musical Director, Dance Captain or Fight Captain.

13. Stage managers create reports for each performance. Any bad behavior or misconduct will be indicated in the report and addressed by the appropriate faculty.

14. All members of the cast and crew are allowed at least one complimentary ticket for the production.

15. In the case of a student matinee that conflicts with scheduled classes, a department letter will be provided that can be given to teachers whose classes will be missed. You are responsible for letting these instructors know of the conflict ahead of time and for the work missed.

VCUarts THEATRE DIRECTORY

2023-24 Academic Year Faculty and Staff Directory: Department of Theatre

WEBSITES:

- Main department site: arts.vcu.edu/theatre
- Mainstage tickets: vcutheatre.showclix.com
- Instagram: [instagram.com/vcuarts_theatre](https://www.instagram.com/vcuarts_theatre)
- Facebook: [facebook.com/vcuartstheatre](https://www.facebook.com/vcuartstheatre)
- Senior Showcase: vcushowase.com

PHONE DIALING ON OFFICE PHONES:

- For calls on campus: Dial the last 5 digits of the number (example - Main Office, dial 81514)
- For local calls, off campus area code (804) : Dial 9 + 804 + 7 digit number
- Toll free (800, 888, etc): Dial 9+ 1 + toll-free code + telephone number
- Long distance: If you need to make long distance calls, you need a personal long distance code. Contact Michelle.
- Voicemail - 808-828-3665 (dial 83665 from VCU phone)

THEATRE SHOPS & SPACES:

Space	Room Number	Phone
Main Office	PAC 249	804-828-1514 (ext 81514)
Box Office	PAC 102	804-828-6026 (ext 86026)
Scene Shop	PAC 172	
Costume Shop	PAC B66	804-828-6025 (ext 86025)
Paint Shop	SSPH	
Student Stage Management Office	PAC B51	
Graduate Student Lounge	PAC 272 A	

VCU RESOURCES:

Space	Room Number	Phone Extension	Email
VCUarts Tech Support	Pollak Building, 220	8-7045	Submit a ticket: https://arts.vcu.edu/inside-vcuarts/faculty-and-staff/technology-resources/
VCU Tech Services		8-2227	itsc@vcu.edu Submit a ticket: https://itsupport.vcu.edu/CherwellPortal/IT?_=-38f2b9b3#0
VCU Telecommunications		8-2227 (option 2)	https://ts.vcu.edu/askit/knowledge-base/telecommunications/

Mail Services	Dept. Mail - Valentine House, 920 W Franklin St	8-1577	
VCUarts Admissions	Pollak Building, 1st Floor	8-1119	

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* Member of Actors' Equity Association, AGMA, or SAG

+ Member of United Scenic Artists, 829

^Member of SDC, the Union of Stage Directors & Choreographers

^^ Associate Member of SDC, the Union of Stage Directors & Choreographers

⁰ Member of IATSE International Alliance of Theatrical Stage Employees

[Read faculty and staff bios here](#)

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Please direct questions or changes to
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