



ARIZONA OPERA
Chorus/Super Handbook

2000-2001 SEASON

CHORUS INFORMATION SHEET

Arizona Opera is a professional non-profit organization: a leading component in this community's cultural life for over 30 years. Professional conduct and behavior is expected from ALL production participants.

1. Employer will make complimentary tickets available to Choristers for performances in which they appear as availability permits. Choristers may buy an unlimited amount of tickets for any performance at a 20% discount.
2. All rehearsals are closed to the public. Members of the board, staff, media students, and corporate sponsors may be in attendance.
3. Most preliminary staging rehearsals are held at the Arizona Opera Office rehearsal hall(3501 N. Mountain Ave, Tucson).
4. Technical, dress rehearsals and occasional staging rehearsals are held at the Tucson Convention Center Music Hall. Enter at the stage door (West side of the building).
5. If you cannot attend a rehearsal you must let your section leader know ASAP, and in addition, fill out an absence sheet, and submit it to Stage Management or the chorus secretary. You must have a reason outlined in the contract to miss a rehearsal. Management may require proof of reason.
6. All rehearsals start on time. Please be punctual for all your rehearsals.
7. Performers are not allowed in the Front of House area at any Orchestra Dress rehearsals or performances.
8. Chorus/Supers are expected to attend wardrobe fittings as scheduled. The fittings are held at the Arizona Opera Offices - Wardrobe Room. A schedule will be posted by stage management. If you cannot make your scheduled fitting you are to call the Wardrobe Mistress, Raquel Stewart at 520-293-4336 to make an alternate appointment.
9. Use of video and audio tape-recorders is absolutely forbidden during staging rehearsals and performances.
10. The chorus is invited to a reception following the opening night performance. A small fee will be charged.
11. Any Chorus member or Super, who arrives under the influence of alcohol or drugs, or is found consuming either, will be asked to leave. Please refer to the following Drug and Alcohol policy.

Arizona Opera prohibits the use, possession of and being under the influence of illegal drugs or alcohol on Company premises or while engaged in Company Business, except that moderate consumption of Alcohol may be authorized for business and entertainment purposes. In conjunction with this prohibition, Arizona Opera has issued a comprehensive drug testing policy, which is posted at all company offices. Failure to comply with this policy, including testing positive for prohibited substances or refusing a drug test, may result in discipline, up to and including discharge.

Drug Testing Policy

Arizona Opera Company (The Company) has the responsibility to all of its employees to provide a safe workplace and a responsibility to the public to ensure that their safety and trust in the Company are protected. Therefore, the Company prohibits the following behavior by employees while on Company premises or performing Company business at any location

- Use of illegal drugs or prescription drugs obtained illegally
- Abuse of legal (prescription or over-the-counter) drugs or alcohol
- Sale, purchase, transfer, manufacture or possession of controlled substances
- Arrival for work , or working under the influence of an illegal drug or alcohol. "Under the influence" means the presence of an illegal drug , alcohol or controlled substance in the hair or body fluids at levels of detection above the lowest cutoff levels established by the analytical methods of the Company's testing laboratory.

Violation of this policy will result in reassignment, discipline or discharge, or the Company, in its sole discretion, may allow an employee who tests positive for drugs or alcohol a single opportunity to complete an approved rehabilitation program. Employees who fail to complete such a rehabilitation program or who test positive a second time will be discharged.

A drug screening test can be an effective means by which to identify those in need of counseling, treatment, or disciplinary action. The Company's drug testing program is intended to supplement, not replace, other means by which the use of drugs or alcohol can be detected. The Company reserves the right to engage in other means to detect the use or possession of controlled substances such as workplace searches.

Procedure:

Drug tests of job applicants and all employees will occur as outlined below.

- 1) All job applicants to whom a job offer has been made may be required to undergo a drug test before hiring is final. An applicant who tests positive will not be eligible for hire.
- 2) Drug Testing of employees may be conducted under the following circumstances:
 - When an employee's supervisor has a reasonable suspicion that the employee is intoxicated or has used drugs or alcohol. "Reasonable suspicion" is based on articulated observations sufficient to lead a prudent supervisor to suspect that the employee is impaired or under the influence of drugs or alcohol (including, but not limited to, slurred speech, inability to walk a straight line, erratic behavior, etc.)
 - When an employee is found in possession of a suspected controlled substance or alcohol or when suspected illegal drugs are found in an area controlled or used exclusively by the employee, such as an employee's locker, desk, or workplace
 - Following an accident or incident in which safety precautions were violated or unusually careless acts were performed
 - As part of a routine testing program instituted as a result or prior disciplinary action against the employee or as part of a rehabilitation program related to the use of drugs
 - When an employee is assigned to a customer work site where testing is required by law or agreement
 - On a random basis

- 3) A refusal to submit to drug testing procedures or a failure to cooperate with the implementation of this policy and the company's efforts to maintain a drug free workplace may result in discipline, up to and including discharge.
- 4) Drug urine screening tests will be conducted at Company expense during work hours at a certified laboratory designated by the Company. Transportation of employees to and from the testing site will be provided, also at Company expense. Medical personnel will collect test samples with due regard for employee privacy and an initial enzyme multiplied immunoassay test (or comparable test) will be conducted on the sample. Initial positive results will be confirmed by gas chromatography mass spectrometry or an equally reliable testing method. Test results of the Company designated laboratory are considered final.
- 5) Drug tests may screen for the following substances or the metabolites: alcohol, amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methadone, opiates, propoxyphene, phencyclidine, and methaqualone. Employees tested should notify the laboratory personnel of information that could affect results, including identification of currently or recently used prescription drugs.

Confidentiality:

One designated personnel in the Company will receive all reports of test results. This person will notify only those Company employees or agents who have a need to know about test results. Individuals tested may, upon request, receive a copy of their test results. Information regarding test results will not be provided to any other persons without the written consent of the individual tested, except as allows by law.

Use of Results:

The Company will take action on a confirmed positive result only after receiving a report from its designated testing laboratory. Detection of controlled substances or alcohol is grounds for immediate dismissal of an employee or withdrawal of a hiring offer. Upon request, the employee or applicant will be given an opportunity to explain, in a confidential setting, a positive result, and the presence of any drug in his or her system, and to substantiate the explanation with medical evidence.

In keeping with Company philosophy, every effort will be made to help the employee deal with a drug or alcohol problem. However, if this effort fails or is inappropriate under the circumstances, then appropriate disciplinary action will be instituted. The Company reserves the right to impose discipline, including discharge, on any employee who violates this policy.

Any disciplinary decision will be communicated in writing to the employee and will be accompanied by a copy of the test results.

12. Arizona Opera strives to create a comfortable working environment for all employees. Please refer to and be familiar with the following sexual harassment policy.

Policy Prohibiting Harassment and Sexual Harassment

Arizona Opera is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, unlawful harassment of our employees by anyone, including any supervisor, co-worker or third party will not be tolerated. Harassment consists of unwelcome conduct, whether verbal, physical or visual that is based on a person's race, color, national origin, religion, age, sex, gender or disability. Harassment, which affects job or benefits, interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment are considered cause for dismissal.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed or visual material or offensive physical actions. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, or other physical verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented joke or teasing, or unwelcome physical contact such as patting, pinching or brushing against another.

All Company employees are responsible for helping to enforce these policies against harassment. Any employee who has been victim of prohibited harassment or who has witnessed such harassment must immediately notify their supervisor so the situation can be promptly investigated and remedied. If it is the supervisor who is responsible for the harassment or reporting the situation to the supervisor fails to remedy the situation, complaints of harassment must immediately be reported to the Director of Artistic Administration or the Director of Business and Finance and/or the General Director. It is the Company's policy to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the Company will maintain the confidentiality of those involved. If an investigation confirms that harassment has occurred, the Company will take corrective action, which may include discipline up to and including immediate termination of an employee. The Company also forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints.

BACKSTAGE RULES

1. The Stage Manager along with his/her designated assistants have final authority anywhere backstage (this includes hallways, rehearsal halls and common areas).
2. At no time are you allowed on stage without the consent of the Stage Manager. The Stage Manager will give you “stand-by’s” and page you to the stage. This is a courtesy and chorus members are responsible for their entrances. It is important that you pay attention to any announcements made on the Program Sound System (especially when in the Chorus Lounge).
3. Hallways in the dressing room area must be kept clear during running of show to facilitate traffic necessary in the performance.
4. The immediate backstage area is a “NO NOISE ZONE”. The production staff relies on verbal communication for many cues, plus sound carries quite easily into the house.
5. The dressing room is a shared area. Please be considerate of your colleagues space and “need” to focus quietly prior/during show. Vocalizing should be curtailed once the performance or rehearsal begins.
6. Performers must be aware of their visibility to the audience while waiting in the wings for entrances. Sightlines are taped on the floor to assist you. General rule of “sightlines” - if you can see the audience, they can see you.
7. Chorus Dressing Rooms are clearly marked MALE and FEMALE.
8. Performers should try and avoid “unstaged” bumping of scenery and curtains.
9. Unless staged, access from one side of stage to the other, must be through the outside crossover hallway.
10. At NO TIME is a guest of Chorus or Supers allowed in Dressing Rooms. Guests of Chorus or Supers are not allowed anywhere backstage until the completion of performance or rehearsal.
11. The entire backstage area of the Tucson Convention Center and the Phoenix Symphony Hall is a NON SMOKING AREA. The designated smoking area is outside (near the Stage Door). Please remember that announcements cannot be heard in this area.

No food or drinks are allowed backstage at any time.

GLOSSARY OF STAGE TERMS FOR NEW MEMBERS

APRON	The part of the stage in front of the proscenium
BACKSTAGE	The entire area behind the curtain line: stage, dressing rooms, Greenroom etc. including any part of the stage outside the acting area during a performance.
BLACKOUT	End of a scene, act or opera with a sudden extinguishing of the lights.
BLOCKING/ STAGING	The movement of the actors in the acting area.
CALL	Notice to Actors backstage announcing the amount of time before curtain, normally _ hour call, 15 minute call, and 5 minute call. A notice of rehearsals and performances placed on the Callboard and reiterated by the Stage Manager.
CALLBOARD	The Bulletin Board for the entire cast.
CUE	A signal in dialogue, action or music for an actor's/singer's action or speech or a technician's duty backstage.
HOUSE OR MAIN CURTAIN	The red velour curtain located at the proscenium
CURTAIN LINE	An imaginary line across the stage which marks the position of the house curtain when it is closed.
CYCLORAMA (CYC)	The huge seamless backing sheet of material (white or sky blue) located upstage behind the set. You do not use this area upstage of the CYC as a cross-over.
CROSSOVER	The need to go from one side of the stage to the other during a performance. (Through the cross-over hallway).
GREEN ROOM	For purpose of the Opera the Green Room is designated Production & Principal Artist area. The Chorus/Super lounge is located in the hallway behind the stage.
“HEADS”	A call given when scenery is being flown in or when the house curtain is closing. All cast members who are on the stage at the time are expected to look “up” and clear the area should they be in the way.
HOUSE	The auditorium and the front of the Theatre excluding the stage and backstage area.

LEG	A piece of black material used to conceal backstage from the audience (located in the wings.)
ORCHESTRA DRESS	Full run of show with sets, costumes, and make-up with full orchestra accompaniment.
ORCHESTRA TECH	Full run of show on the set but without make-up or costumes with the orchestra.
PIANO DRESS	Full run of show with sets, costumes, and some make-up with piano accompaniment.
PIANO TECH	Full rehearsal of show on the set but without make-up or costumes with piano accompaniment. This is the first rehearsal onstage. Can be a long and trying evening due to technical difficulties!!!
PLACES PLEASE	Signal given by the Stage Manager to the cast for taking their retrospective positions preparatory to the rise of the curtain.
PROP TABLE	Tables offstage where props are kept prior to the curtain where cast members are to obtain their hand props from the same place on the table on each performance and return their props there if they carry them offstage.
PROSCENIUM	The “frame” of the opening which separates the stage from the audience.
SITZPROBE	Literally “sit and sing”. Full musical rehearsal with orchestra, principals and chorus - no staging considerations.
TABLEAU	All onstage cast members which finish a scene or act, freeze in their last positions prior to the curtain opening during the applause. The curtain immediately closes with the cast members still in position.
VIDEO MONITORS	Close circuit monitors showing conductor are placed strategically in the wings and in the pit. They are for the benefit of all performers and access should be kept clear whenever possible.
WINGS	Space outside the acting area and sight lines of the audience at the right and left of the stage.

CONTACT LIST

Production Manager	Polly Monroe	520-293-4336 Pager:520-930-1033
Costume Supervisor	Raquel Stewart	520-293-4336
Director of Artistic Administration	Tom Wright	602-266-7464 Cell: 602-616-2820
Artistic Administration Assistant	Shannon Whidden	602-266-7464 Cell: 602-620-2258
Chorus Director	John Massaro	602-266-7464
Tucson Convention Center	260 S. Church	Tucson
Phoenix Symphony Hall	225 E. Adams	Phoenix
Arizona Opera - Phoenix	4600 N. 12 th St	602-266-7464 FAX: 602-266-5806
- Tucson	3501 N. Mountain Ave	520-293-4336 FAX:: 520-293-5096