

## **SUSAN STEIN SHIVA THEATER**

### Theater Policies and Regulations

The Susan Stein Shiva Theater at Vassar College has been designated as a student theater space. The Office of Campus Activities will supervise and coordinate productions in the Shiva Theater to ensure fair, safe and efficient use of the space for theatrical productions that have been produced and performed by Vassar students. The Shiva Theater Advisory Board and Shiva Staff will make recommendations to the Associate Director of Campus Activities on the policies and procedures and operational concerns of the Shiva Theater and serve as resources to the Shiva Theater Manager. The following policies have been developed to streamline the operation of the theater and ensure the success of student projects undertaken there.

#### **Section I: Organization**

- A. The Shiva Theater Advisory Board (STAB)
  - a. Will include the Associate Director of Campus Activities, the Shiva Theater Manager, and one representative from each VSA approved organization performing in the theater that semester
  - b. Will also include the Shiva Theater Assistant Manager whose responsibilities include taking and distributes notes and any other task designated by the Shiva Theater Manager, but may not vote
  - c. Will hold meetings on a regular basis. An unexcused absence without a proxy will result in a letter of warning. Subsequent absences will be penalized by means determined by the remaining STAB members.
  - d. Will discuss the operations of the theater and the productions that are held there. Recommendations about the theater will be made to the Shiva Staff and/or to the Office of Campus Activities.
  - e. Will meet at the end of each semester to schedule performance weekends for the next semester. Only VSA-authorized groups that have worked for at least two consecutive semesters shall be invited to attend this meeting and pick dates.
  - f. At the discretion of the Associate Director of Campus Activities and the Shiva Manager groups may be removed from STAB for a period of no more than four semesters. This action may be taken if the theater is used in an unsafe manner, the policies are violated, or allotted weekends are not used in a theatrically appropriate way.
  
- B. The Shiva Theater Staff
  - a. Will hold meetings every week. The Manager shall address unexcused absences. Excessive unexcused absences may result in loss of position.
  - b. Will make recommendations regarding the theater to the Office of Campus Activities. This includes scheduling, purchasing, theater modifications, and policy changes.

- c. Will be responsible for the maintenance of the theater and equipment therein, and for providing seating risers as requested by each group.

*The Office of Campus Activities will hire, train, and supervise the five student employees for the Shiva Theater. The positions will include:*

*1. Shiva Theater Manager* whose responsibilities include:

- Supervise the Technical Director, Assistant Manager and Assistant Technical Directors (ATDs)
- Enforce and maintain the policies and procedures of the Shiva Theater
- Serve as the Campus Activities intern for all activity in the Shiva Theater, including acting as a liaison between all groups and Campus Activities
- Meet weekly with the Associate Director of Campus Activities (Shiva Administrative Advisor)
- Coordinate and attend all meetings of the Shiva Theater Advisory Board (STAB)
- Coordinate and oversee all Shiva Theater Production Meetings
- Coordinate and oversee all Shiva Staff Meetings
- Assess and charge fines to responsible organizations
- Supervise and coordinate the maintenance of the Theater and equipment, including filing service requests when necessary
- Participate in weekly riser setup/takedown
- Publicize the open weekends every semester
- Publicize all open staff positions
- Interview all applicants and make final recommendations to Campus Activities for open positions
- Maintain communication between the Shiva Staff and groups in the theater, including answering all administrative questions, and directing technical questions to the Shiva Technical Director
- Any additional duties requested by the Associate Director of Campus Activities or as laid out in the remainder of this document

*2. Shiva Theater Technical Director* whose responsibilities include:

- Supervise the ATDs
- Train and supervise students in the safe use of all technical equipment
- Maintain a list of all students who have been trained and make sure all members of the current show are trained
- Maintain all technical equipments and supplies in good working order. (Requires notification via ATDs or members of the current show)
- Assist in maintaining a correct inventory of technical equipment and supplies (includes buying and service requests)
- Play the “Riser Game” with incoming shows at least a week before the show enters the space
- Review and approve all riser, set and light plots with the assistance of the Shiva Technical Adviser
- Supervise, coordinate and participate in the set-up and strike of the seating risers

- Answer all tech-related questions that the ATDs cannot, troubleshoot equipment when malfunctioning
- Provide incoming shows/designer with advice when appropriate/requested
- Train ATDs in duties and responsibilities held by the TD
- Attend all required staff meetings and activities, including individual meetings with Manager and/or Shiva Administrative Advisor
- Advise the Shiva Manager in policy changes when appropriate
- Maintain open lines of communication with the shows in the space
- Any additional duties requested by the Shiva Manager

3. *Assistant to the Shiva Theater Manager* whose responsibilities include:

- \*Receives paperwork from the shows that are using the space, checks for completeness, files, posts, or delivers to campus activities, as appropriate.
- \*Takes the minutes of all Shiva meetings.
- \*Compile, post, and file production week paperwork and handle all production-specific paperwork and release forms.
- \*Gathers info for, lays out, creates, copies and distributes Shiva Season Pamphlets, which  
are distributed/publicized at the beginning of each semester.
- \*Participates in weekly riser set up and take down.
- \*Creates and posts signs explaining rules of the theatre.
- \*E-mails Ann Lynch every Sunday with a reminder about the reservations (or lack there of) for that week's show. Also e-mails Ann with the complete reservation list at the beginning of each semester
- \*Creates, copies and distributes the Shiva Calendar
- \*Changes posted calendar and paperwork weekly, to keep things up to date.
- \*Keeps key permission list in the CRC up to date.
- \*Along with the rest of the staff, keeps an eye out for things in the Shiva that need to be repaired, and fills out a service request accordingly

4. *Two Assistants to the Shiva Theater Technical Director (ATD)* whose responsibilities include:

- \* Acts as liaison to groups in space by:
  - a. Coming in at 1am during the week and checking that everything is locked, lights are turned off, etc.
  - b. Answers any questions groups have during their week in the space. Responds promptly to emergencies
  - c. Communicates any problems to the rest of the Shiva staff
  - d. Attends at least one performances of the production.
  - e. Performs strike check the Sunday after a show closes
- \* Attends weekly production meetings and riser set up/take down
- \* Has a solid knowledge of all equipment in the theatre.
- \* Assists with training students to use the equipment in the space and serves as a correspondent between those students and the staff.

## Section 2: Scheduling

- A. Scheduling of the theater will be supervised by the Office of Campus Activities and coordinated by the Shiva Theater Manager, based on the schedule of performances proposed by STAB and submitted by other organizations that wish to use the Shiva Theater. Proposals from non-STAB organizations shall be submitted to the Shiva Theater Manager after the STAB organizations have selected weekends for each semester.
- B. Scheduling will occur in two phases.
  - a. Phase 1. At the end of every semester, the STAB shall meet and schedule performances for the next semester. The associate Director of Campus Activities and the Shiva Manager will decide before the meeting the number of weekends each STAB group will be permitted to select and the order in which they will select the weekends, with a minimum of one weekend and a maximum of six weekends for each group. This decision will be based on the past activeness of the organization in the theater.
    - i. At the STAB meeting, the first organization will be asked to select one weekend, the next organization will then be asked to select one weekend. When each organization has selected their first weekend, the first organization will be asked to select their second weekend, followed by the next organizations until each group has selected their limit of weekends.
    - ii. After the STAB meeting, there must be a minimum of one open weekend for which other organizations may apply. STAB organizations are also welcome to apply for these open weekends.
  - b. Phase 2. The first weekend of the semester may be available for a special, single night, event at the discretion of the Manager. Previous events have included the Shiva Rave.
  - c. Phase 3. During the first week of the semester all open weekends must be posted by the Shiva Manager in the theater in the college center. Any VSA organization may propose for open weekends. The Shiva Staff will consider the proposals and the final decision about the schedule will be made with the approval of the Associate Director of Campus Activities. All proposals will be submitted to the Shiva Manager and weekends will be considered at weekly Shiva Staff meetings or at a specially called meeting.
    - i. Proposals must include the number of weekends requested, ranked in order of preference, the nature of event, and when possible the Director, Technical Director, Stage Manager, Set Designer, and Lighting Designer. Questions about proposals should be directed to the Shiva Manager.
    - ii. The Shiva Staff will consider all proposals. Preference will be given to groups who have demonstrated effective use of the

theater or have performed elsewhere on campus before.  
Preference will be given to theatrical performances.

- d. Organizations may negotiate with each other about their choice of weekends until the third week of classes, upon notification and approval of the Shiva Manager. After the third week, special arrangements need to be made with the Shiva Manager and the Office of Campus Activities to change weekends.
  - e. Concerns about the schedule should be directed to the Associate Director of Campus Activities.
- C. Performances
- a. All organization will create and submit their semester's schedule of performance dates, along with all Shiva paperwork, to the Shiva Assistant Manager by the date determined by the Shiva Manager every semester. This must include the name of the production, the Director, the Technical Director, the Stage Manager, the Set Designer, and the Lighting Designer, if deemed applicable.
  - b. No more than one production per weekend may occur in the theater unless the directors of both shows have agreed to work together in repertory fashion. This includes but is not limited to sharing rehearsal space and time, and the use of equipment.
    - i. All shows scheduled to perform in repertory must be pre-approved by the Shiva Staff and Campus Activities.
  - c. Any changes to performance times and/or dates must immediately be reported to the Shiva Theater Manager and the Office of Campus Activities. No changes to either performance times or dates may be made less than one week prior to the opening performance, except with previous approval from the Associate Director of Campus Activities or the Shiva Manager.
  - d. Each Shiva organization will be expected to produce two or more performances of a theatrical event on each of its allotted weekends. If any organization fails to produce at least two such performances on one of its assigned weekends during any semester, that organization may lose weekends in the following semester(s). The decision to implement this penalty in the cases of underutilized time, as well as the decision to implement this penalty in extenuating circumstances, shall be made by the Associate Director of Campus Activities, upon the recommendation of the Shiva Staff and/or STAB.

### **Section 3: Rehearsals and Production**

- A. The director/event coordinator and (when applicable) the technical director, stage manager, designers, and technicians must meet with the Shiva Staff for three (3) production meetings.
  - a. The first production meetings between the director/event coordinator and Shiva Staff will take place on the Sunday two weeks before the production's opening performance

- b. The second production meeting between the director/event coordinator and the Shiva Staff will take place on the Sunday before the production.
  - c. The third production meeting between the director/event coordinator and the Shiva Staff will take place on the Sunday following the production.
  - d. No technical production will occur until equipment training for all relevant students has taken place. The Technical Director will plan the technical trainings every semester.
- B. The director/event coordinator may be asked to take a test (written or oral) with the Shiva Staff before they may begin working in the theater.
- C. Fines
- a. All fines will be levied according to the Shiva Theater Offense List, which will be posted at all times in the Shiva Theater lobby, and which is available to all students upon request.
  - b. If any member of the Shiva Staff discovers a violation of a Shiva Theater policy during any rehearsal or production, he or she will notify the Shiva Theater Manager and ask a member of the production staff to correct the violation, if possible.
  - c. If the violation is a finable offense, according to the Shiva Theater Offense List or as determined by the Shiva Theater Manager, the Manager will issue a fine notice to the head of the sponsoring organization and notify the Associate Director of Campus Activities, as well as (at his or her discretion) other members of the sponsoring organization's board and/or the direct heads of the event.
    - i. A finable offense not included in the Offense List is an action or indiscretion that is potentially damaging or endangering to the people in the space, the equipment in the space, or the space itself, or is in direct violation to the insurance guidelines of the theater.
  - d. If the sponsoring organization wishes to appeal this fine, they must contact the Associate Director of Campus Activities within seven (7) days and must make a written appeal (email acceptable) to the Associate Director of Campus Activities within fourteen (14) days. The Associate Director of Campus Activities will either uphold the decision to fine for the amount indicated, uphold the decision to fine but reduce the amount of the fine, or meet with the Shiva Theater Manager for further consideration.
  - e. After this appeal, or if the sponsoring organization chooses not to appeal, the amount of the fine will be transferred within seven (7) days to an account specified by the Associate Director of Campus Activities.
- D. Shiva Theater Liaisons
- a. The Assistant Technical Directors will serve as Shiva Theater technical liaisons to each production. Each show will be assigned one technical liaison by the Shiva Staff. The liaison's duties shall include, but are not limited to the following:

- i. Serve as Shiva contact person for the production
- ii. Perform daily inspections of the theater during the production week
- iii. Making themselves available during the production's strike in order to answer any strike-related questions
- iv. Check the finished strike after the theater is painted
- v. Send progress reports and technical problems/questions to the Shiva Manager and Technical Director as needed
- vi. Ensure that the production's board operators are trained to operate the boards by the Shiva Technical Director
- vii. Ensure that fire and safety regulations are followed throughout production week and all performances

#### **Section 4: Access**

- A. Three people from each production will be put on Shiva Theater key permission for the duration of the production
- B. The key must be returned to the CRC every night. Failure to do so could result in a fine to the sponsoring organization at the discretion of the Shiva Theater Manager
- C. The theater will be accessible to a production team between 8AM and 1AM during the week of their production, starting at 5:30PM the Sunday before the production and ending at 3PM the Sunday following the production.
- D. Key permission can be granted by the Shiva Theater Manager, The Shiva Theater Assistant Manager, or the Associate Director of Campus Activities.

#### **Section 5: Use of Space**

- A. Equipment, including sets, lights, props, and costumes, may not be loaded into the performance space until 5:30 the Sunday prior to the production, unless granted specific permission by the Shiva Staff and the other affected organizations in the space.
- B. Advance preparation for a production may take place in the theater's scene shop up to three (3) weeks in advance to an opening performance, with the permission of the Shiva Staff and the affection organizations in the theater. Advance preparation must not interfere with earlier productions.
- C. No changes may be made to the theater that can not be returned to the original condition after the production is over. The walls and floor of the theater may not be painted as part of the a production design without prior permission granted by the Shiva Theater Manager.
- D. All equipment must be removed and properly stored, the theater must be cleaned, and all other strike specifications completed by 3pm the Sunday following the production, unless previously approved by the Manager. Failure to meet the deadline will result in a fine at the discretion of the Manager. Additional fines will be added for every 24hr period between the deadline and the satisfactory completion of the strike.

- E. When a conflict occurs, priority to use the Shiva Theater, including performance space, scene shop, paint room, and lighting booth, is automatically given to the production team of the scheduled production.
- F. The cast and crew of each production is responsible for the condition of the theater throughout the event's rehearsals and performance dates. Any damage to the facility or its equipment, or any items missing from the theater will be charged to the sponsoring organization.
- G. The theater must be cleared of any excess debris (including trash, food, soda cans, etc) and all lights must be turned off before leaving the space. Failure to do so could incur a fine at the discretion of the Manager against the sponsoring organization for every 24 hour period that the theater remains unclean. Clean up charges will be charged to the sponsoring organization if the Staff cleans the space.
- H. Smoking is not permitted anywhere inside the theater. Alcohol is strictly forbidden in the theater without following the proper college procedures with Campus Activities and the approval of the Manager. Failure to respect this will result in immediate revocation of use of the theater and cancellation of the production.
- I. Risers
  - a. Before the production week starts, a representative of the production will meet with the Shiva Technical Director to design a riser plot. Risers will be set up the Wednesday before the show and taken down the Sunday following the production at times specified by the Shiva Staff, unless other arrangements are made and approved by the Manager.
  - b. The production will provide two competent and physically able people to assist with both riser set-up and take-down. The names of the two helpers will be given to the Shiva Staff with the production paperwork. Be aware that if the production's designated riser helpers do not attend, are more than fifteen (15) minutes late, leave before the risers are completely assembled, or if the production team prevents a timely set up in any way, the group will be fined at the discretion of the Manager, and Shiva Staff has the right to refuse a riser configuration for the production.
  - c. During set-up and take-down of risers, no other activities will occur in the space, and no persons other than the two riser helpers will be present. For strike, all chairs must be removed from the risers, and the platforms must be swept and mopped the night before riser takedown. The staff is not responsible for setting up chairs on the risers. Only the Shiva Staff and two helpers from the production can set up or take down risers. No one else may set up, take down, move, or otherwise adjust the risers without a staff member present.
  - d. Questions about the "Shiva Riser Policy" should be directed to the Shiva Manager.
- J. Paperwork

- a. All paperwork, including light plots and set designs, is due no later than two weeks prior to the group's production week. A schedule with specific due dates will be given at the beginning of each semester.
- b. Paperwork must be given to the Assistant Manager. Light, set, and riser plots must be given to the Shiva Technical Director. They can be given directly to the Assistant Manager/Technical Director or put in his/her post office box by the deadline. All paperwork must reach the Assistant Manager/Technical Director by the appropriate deadline. If it is late, the group responsible will be penalized at the discretion of the Shiva Manager and the Associate Director of Campus Activities.

### **Section 6: Storage Space**

- A. Storage space in the theater is limited. Any equipment or materials stored in the theater become the property of the Shiva and are available for use by all student groups. Permission from the Shiva Staff must be obtained before leaving any equipment or materials in the theater, and the group is responsible for the disposal of any items that the Shiva Staff does not approve for storage.

### **Section 7: Publicity, Box Office, and Front of House**

- A. Ticket reservations and ushers/event staff will be provided by the Office of Campus Activities upon request. Basic publicity will be provided by the Office of Campus Activities, but the production is responsible for any posters or other visual publicity they desire.
- B. Shiva productions will automatically be included in the Campus Activities weekly calendar. The production's title, director's name, sponsoring organization, times, dates, and place of production will be included. Any additional information must be given to the Shiva Theater Manager when Shiva paperwork is completed.
- C. Ticket reservations become available at the Information Desk in the college center at least four (4) days before the opening performance of each production. Reservations will be filled on a first come, first served basis until the theater is fully booked. A wait list will be kept after that point. The number of reservations will be based on the riser set-up and the number of seats available.
- D. The Office of Campus Activities will provide one usher for every performance in the theater. The ushers shall admit audience members into the lobby, check reservations, hand out programs, and keep the house closed until the director is ready to admit the audience, or any other reasonable tasks requested by the production team. Ushers will also act as a fire watch.
  - a. The schedule of ushers is coordinated by the Event Staff supervisor in the Campus Activities Office based on the schedule of performances in the theater.

- b. Any problems with or complaints about the ushers should be reported to the Shiva Theater Manager.

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