

## Shirley Welsh Ryan Opera Theater

Version 4.0 (Fall 2021)

Since the opening of the Ryan Center for the Musical Arts (RCMA), students and faculty enjoy a greater number and higher quality of performance spaces than at any time during the school's history. The policy guidelines in this manual have been designed to educate students on the proper use and care of the equipment and instruments in Bienen venues.

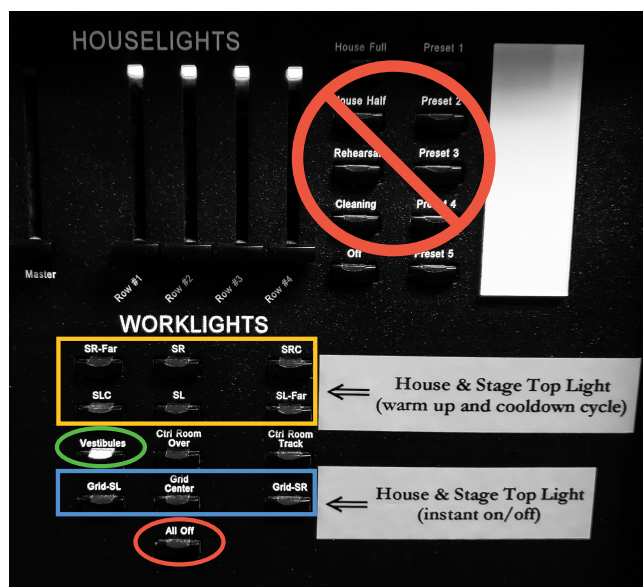
## I. Access

NO Key Ring or Access Card needs to be checked out for class activities in the Shirley Welsh Ryan OPERA Theater.

### VENUE DOORS

- The OPERA Backstage and Lobby Doors will be programmed to unlock 15 minutes prior to a class's start time.
- Do NOT use Music Stands or Chairs to prop open the Lobby Doors. If necessary, doors may be propped open by pushing back until door catches. Lobby Doors MUST be closed at the end of class.
- The Millennium Access Card Readers will be GREEN during scheduled class hours. Enter through the Backstage Door to access the Backstage Vestibule.

## II. Lights



### BEFORE ACTIVITIES

- Proceed through the Backstage Vestibule and locate the Master Light Control Panel across from the OPERA Stage Doors.
- Use only the push button panel, not the touch screen. Do not use the HOUSELIGHTS buttons.

- Press the **Vestibules** button (circled in GREEN on the image below) to turn on **Vestibule Lights**.
- Under WORKLIGHTS press the **Top Six (6) Buttons** (shown in the YELLOW box) to activate the **OPERA Theater Lights**. These lights have warm-up and cool-down cycles; do not turn them on and off unnecessarily.
- If you need light immediately, use the **Three (3) Grid Lights Buttons** along the bottom row (shown in the BLUE box).

### AFTER ACTIVITIES

Exit via the Backstage Area and turn off all OPERA Lights by pressing the **All Off** button (circled in RED) on the Master Light Control Panel.

## III. Shades

Use of the Sunshades (transparent) and Blackout Curtain (opaque) for the east window requires the services of a trained CMO Staff Member with sufficient advance notice.

**NOTE:** Do NOT move Theatrical/Acoustical Curtains in front of the window to reduce the natural light in the theater. This bleaches and damages the Curtains unnecessarily and reduces the life of the equipment.

## IV. Keyboard Instruments

There is one (1) Keyboard Instrument in the OPERA Theater: the Steinway A 6.5' concert grand piano.

### INSTRUMENT USE & CARE

- Taking care of Keyboard Instruments is a shared priority. **Be very careful** with these instruments.
- Before moving any Keyboard Instrument be sure the path for its movement is clear.
- Moving a Keyboard Instrument requires a minimum of two (2) people.
- Only move a Keyboard Instrument very slowly with its **COVER ON** to avoid damage. Time constraints are not a valid reason to move any Keyboard Instrument without its cover. This applies to both rehearsals and concerts.

- Removal (and reattachment) of any **Piano Lid** requires the services of trained **CMO Staff Members**.
- A double-manual harpsichord, the “**Irvin**,” may be moved from GALVIN **only** by trained **CMO Staff Members** and with sufficient advance notice.

## V. Lectern/Projection

Use of the **Lectern** or **Projection System** in OPERA requires the services of a trained **CMO Staff Member** with sufficient advance notice.

## VI. Stage Plot

**SEATS EXTENDED (Standard)**

