

Shirley Welsh Ryan Opera Theater

Version 2.0 (Fall 2018)

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 Doors** will be programmed to unlock 15 minutes prior to a class's start time. The **OPERA Lobby Doors** will also unlock 15 minutes prior to the start time.
- The **Millennium Access Card Reader** will be **GREEN** during scheduled class hours. Enter through the **Backstage Door** to access the **Backstage Vestibule**.
- At the next set of double doors, rotate the handle on the right door and **PULL**.
- 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.**

II. Lights**BEFORE ACTIVITIES**

1. Proceed through the **Backstage Vestibule** and locate the **Master Light Control Panel** located across from the **OPERA Stage Doors**.
2. Tap the touch screen to activate and select the **Vestibules** button to turn on **Vestibule Lights**.
3. Do **not** use the **HOUSELIGHTS** buttons.
4. Under **WORKLIGHTS** press the **Top Six (6) Buttons** (SR-Far, SR, SRC, SLC, SL, and SL-Far) 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.

AFTER ACTIVITIES

Exit via the **Backstage Area** and turn off **OPERA Lights** by pressing any green-lit buttons. On the **Master Light Control Panel**, press the **Off** button on the touch screen.

III. Shades**SUNSHADES**

- The **Sunshades** (transparent) for the east window are operated using the **Control Panel** on the wall near the **Upstage Right Access Door**. The **Control Panel** is black for camouflage during performances.
- **NO Key Ring** is needed to access the **Control Panel**.
- To fully deploy the **Shades**, press the bottom button **once** and wait. To fully store (retract) the **Shades**, press the top button **once** and wait.
- Do not hold your finger on any button or press a button multiple times.
- The transparent **Sunshades** must always be fully deployed after class activities.
- **NOTE:** Please do **NOT** move **Theatrical/Acoustical Curtains** in front of window to reduce the natural light in the theater. This bleaches and damages the **Curtains** unnecessarily and reduces the life of the equipment.

BLACKOUT SHADES

Use of the **Blackout Shades** requires the services of a trained **CMO Staff Member**.

IV. Keyboard Instruments

There is one (1) **Keyboard Instrument** in OPERA: the "**Davis**," a Steinway Model D 9 ft. concert grand piano.

INSTRUMENT USE & CARE

- Taking care of **Keyboard Instruments** is a shared priority. **Be very cautious 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.
- Lock **Piano Wheels** before opening the lid. **DO NOT** move a piano with the lid open.
- A double-manual harpsichord, the “**Irvin,**” may be moved from GALVIN only with **CMO** permission.

V. Lectern/Projection

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

VI. Stage Plot

SEATS EXTENDED (Standard)

