

# **NC THEATRE CONSERVATORY**

# **SPRING 2012 HANDBOOK**

***Welcome to the NC Theatre Conservatory SPRING 2012 Semester!***  
*You have chosen the most comprehensive musical theatre training in the area.*  
*We thank you for choosing NC Theatre Conservatory for your child's training.*

**A word of welcome from NC Theatre Conservatory  
Artistic Director Ray Walker**



**Coming to our  
Mainstage!  
2012-2012**

*A Christmas Story  
The Musical!*  
Nov. 29-Dec 4, 2012

*Green Day's  
American Idiot*  
Jan 31-Feb 5, 2012

*Les Miserables*  
Feb 14-19, 2012

*Steel Magnolias*  
April 20-29, 2012

*Oliver!*  
July 17-22, 2012

*Legally Blond  
The Musical*  
October 9-14, 2012

Welcome to the North Carolina Theatre Conservatory!

Since 2004, the Conservatory has offered the finest pre-professional and beginner theatrical training for students of all ages. Whether you are just starting your theatrical journey, or are a seasoned stage veteran, you will find a course of study taught by the area's finest instructors.

North Carolina Theatre's mission is to strengthen the cultural vitality of the region and cultivate musical theatre appreciation by producing professional Broadway musicals and developing the next generation of artists and audiences through youth training, performance and community outreach.

I hope you will join us "after class" at one of our mainstage performances and become part of the NCT family. Whether you are a returning student or new to the Conservatory, thank you for helping us to entertain, educate and inspire!

A handwritten signature in black ink, appearing to read "Ray Walker". The signature is fluid and cursive, with a long horizontal stroke at the end.

Ray Walker  
Artistic Director  
NC Theatre Conservatory

North Carolina Theatre Conservatory Contact Information

**North Carolina Theatre Conservatory**

3043 Barrow Drive  
Raleigh, NC 27616  
(919) 855-0015  
(919) 855-0065 – fax  
www.nctheatre.com

**North Carolina Theatre- Downtown Office**

1 East South Street  
Raleigh, NC 27603  
(919) 831-6941  
www.nctheatre.com

**Artistic Director**

**Conservatory Administrator**

**Outreach Manager/**

**Acting Dept Head**

**Acting Instructor**

**Acting Instructor**

**Dance Department Head**

**Dance Instructor**

**Dance Instructor**

Ray Walker

Mary Adamek

Heather Patterson-King

Christine Heneghan

Estes Tarver

Tito Hernandez

Eileen Juric

Sherry Lee Allen

rwalker@nctheatre.com

madamek@nctheatre.com

hpking@nctheatre.com

christine@virtualheroes.com

etarver1111@aol.com

tito5678@aol.com

eileenjuric@att.net

slee5678@msn.com

**CONSERVATORY OFFICE HOURS**

Business hours are:	Monday-Thursday:	12:00pm-8:30pm
	Friday:	CLOSED
	Saturday:	9:00am-1:30pm
	Sunday:	CLOSED

**Important Dates**

MA updated 11/4/11

## Important Spring Semester Dates

2012

- January 23-spring classes begin
- January 28-3:00 pm at the Conservatory Auditions for the Master STAS production of “The Who’s TOMMY”. The program is for students ages 13-21. Directed/choreographed by Tito Hernandez and produced by Ray Walker. Be prepared to sing 16 bars in the style of the show and be prepared to dance.  
For more information, please go to our website <http://www.nctheatre.com/education/summer-theatre-arts-school>
- February 6-Last day to refund/add/drop/change a class
- February 10-4:30-Auditions at the Conservatory for “The Who’s Tommy” for boys ages 7-12 yrs.
- March 17 @ 2pm auditions for NCT’s professional production of OLIVER!. In preparation for the audition, the Conservatory is offering a bootcamp once a week for 5 weeks beginning on February 2-March 5. This is an add on class.
- April 9-15-The Conservatory is closed for “Steel Magnolias” rehearsals.
- May 5-Possible rehearsal for the Acting and Dance Showcase
- May 9-Last day of classes
- May 10-Acting and Dance Showcase Rehearsal (Conservatory)
- May 11- Acting and Dance Showcase at 7:00 pm (Conservatory)
- May 12- Live on Stage rehearsal (Conservatory)
- May 13 -Live on Stage rehearsal at the Stewart Theatre
- May 13 &14- Live on Stage performances! All LOS students will be in both performances.
- May 18-20-“You Can’t Take It With You” performance by the Sr Acting Company (Conservatory)

All dates are subject to change.

***Welcome to the Spring 2012 Semester at the NCT Conservatory!***

## REGISTRATION

There are three different ways to register for classes:

1. Mail (3043 Barrow Drive Raleigh NC 27616)
2. In person (Address above)
3. Fax (919-855-0065)

For forms and schedule information, please go to our website at [www.nctheatreconservatory.com](http://www.nctheatreconservatory.com).

The registration process will occur twice a year. For current students, there will be a pre-registration time period to ensure those currently enrolled a spot in the class of their choice for the upcoming semester. After the pre-registration period, the remaining spaces will be available to the public.

All classes are on a semester basis. Upon registration, a deposit is due. The deposit is one half of the semester tuition. Discounts will be given for those students (families) enrolled in multiple classes based on the following percentage:

- 2 classes: 10% off each class
- 3 classes: 15% off each class
- 4+ classes 20% off each class
- (dance card counts as 1 class)
  
- Teacher Assistants and Theatre 4 Change students can get a maximum of two regular one hour class discounts. *This cannot be used with any other discount.*
- *Advanced Conservatory students cannot use a TA/T4C nor multiple class discount.*

We reserve the right to cancel any class due to insufficient enrollment. If combining classes is an option we will do this before canceling. If we do cancel a course, you will receive a full refund. Please allow 2-4 weeks for your refund to be processed.

## SCHOLARSHIP

Scholarships are awarded on an as needed basis and are available **each semester** for all students. Scholarships are provided by a group of individuals and foundations in the community. Each student requesting a scholarship will need to fill out a scholarship form and **return it with his or her registration form to the Conservatory by February 6, 2012 along with the semester registration form.** The Director of Outreach reviews the forms to determine award amount and availability. Scholarship students are required to attend all classes during the semester. **If a scholarship student misses more than two classes, they will be asked to forfeit their scholarship money.** A new scholarship form must be completed every semester.

## **PAYMENTS**

Final payment for spring classes is due by February 6, 2012. We accept all major credit cards, cash, or checks made payable to: NCT Conservatory. There is a \$35.00 fee for all returned checks. Payments can be mailed (3043 Barrow Drive) or left in the drop box located in the main lobby area. When submitting payments, please make sure that you include the student's name either on the check or by attaching a note.

## **WITHDRAWAL/CANCELLATION**

A refund of class tuition will be given only on two occasions. First, if the class is cancelled prior to the start of the semester, a full refund will be given. Secondly, if the student drops the class before February 6, 2012 a partial refund pro-rated by the number of classes already offered will be given to the applicant.

**Final payments by February 6, 2012.** No adds, drops, changes or refunds will be given after that date with the exception of purchasing a Dance Technique card.

## **ATTENDANCE AND PUNCTUALITY**

Students are encouraged to attend all of their registered classes (unless dance tech card member). If a student misses more than 3 classes in a semester, the instructor reserves the right to remove the student from a showcase. If a student misses any classes during the last 4 weeks of the semester, the instructor reserves the right to remove the student from a showcase. If for some reason the student has to miss a class due to illness or other obligation, refunds/credits cannot be given. If the class is cancelled for any reason due to the instructor's discretion, he/she will try to arrange a make-up class. Many classes are cumulative. If a student misses a class, the instructor may attempt to "catch-up" that student the next class, however, it is up to the student to find out what is missed. **Students can only attend the classes they are registered for, except Dance Tech Card members.**

## **PERFORMANCE CLASS POLICY**

If a student is between the ages of 8 and 18 and signed up for a Performance class (Live On Stage) they must also be registered for a Technique class (Acting, Voice, Piano or Dance).

## **DANCE TECHNIQUE CARD**

Students may sign up for a Dance Technique Card in which they can take any dance technique class throughout the semester. Students may sign up for 15 classes (\$350), 30 classes (\$630), or 45+ classes (\$765) per semester. If a student does not use all of the classes on their dance technique card in the spring, they may carry over extra classes into the spring semester if they purchase another dance technique card. Students may only carry over from spring semester to spring semester.

## **LATE PICK UP**

Students must be dropped off and picked up within 15 minutes of the time of their class. The conservatory reserves the right to charge a \$10.00 fee for all students not picked up within 15 minutes. Students under eighteen must wait inside building.

## **DISCIPLINE**

The North Carolina Theatre Conservatory is an intensive performing arts program where focus, self-discipline, concentration and working with others are required. Disruption and inappropriate behavior that inhibits the work of others or deters the focus of the class will be dealt with on an individual instructor basis. The first warning will be a verbal one to the student. Upon second warning, the parent may be notified and the Artistic Director may be involved. On the third warning, the student may be asked to leave the class permanently.

## **ATTIRE**

For safety reasons, **NO flip flops, sandals, ugg nor crocs are allowed in any Conservatory class**

### **Jazz classes and Hip-Hop:**

Black Jazz Pants or Black Sweat Pants with a Leotard (any color), or Camisole top. Students are also welcome to wear a leotard and tights. Dance Sneakers or Jazz Shoes are required. NO tee shirts. NO Skirts. NO Flip-flops. NO street clothes.

### **Ballet classes:**

Leotard (any color), tights, and ballet shoes. NO tee shirts. NO Skirts. NO Flip-flops. NO street clothes. Hair must be pulled back and pulled up.

### **Tap classes:**

Black Jazz Pants or Black Sweat Pants with a Leotard (any color), or Camisole top. Students are also welcome to wear a Leotard and Tights. Tap Shoes are required. NO street clothes. NO sneakers, no bare feet

### **Acting, Audition Creative Drama, and Live On Stage:**

Loose comfortable clothing or dance clothing. NO flip-flops, sandals, crocs, heeled shoes or un-tied loose shoes.

*\* Students may be asked to leave class if they do not have appropriate attire.*

## **PERSONAL BELONGINGS/ LOST AND FOUND**

Students may keep belongings in the green room during the class time. No phones or electronic devices are allowed in class. All personal belongings must be taken from the building at the end of class time. All personal belongings left in the building will be placed in Lost and Found located in a trunk at the back of the Green Room. Please check the Lost and Found frequently! Any personal belongings left in Lost and Found at the end of the month will be thrown out or taken to a local charity.

## **VISITORS**

All classes are closed to parents and other family members during the semester. At the end of the semester, an acting or dance instructor may have an IN-CLASS SHOWCASE for parents to view. No "performance" class (LOS, LOS Co and Dance and Acting Companies) will be viewed by parents at any time. This provides optimum opportunity for your child and his/her classmates to perform without pressure. From time to time, the conservatory faculty may have observers visit a classroom, but these visits will be monitored and kept to a minimum.

## **HARASSMENT POLICY**

It is the policy of the Conservatory and the NC Theatre that no employee or student should be subjected to any form of harassment because of that person's race, color, age religion, national origin, gender, sexual preference, or handicap/disability. If an individual student or instructor has witnessed harassment, the witness should report the incident immediately to Heather Patterson King.

## **CHILD ABUSE AND NEGLECT**

All staff will comply with the provisions of the Child Abuse Act by bringing suspected cases of abuse and neglect to the attention of the Artistic Director. The Director will report the suspected case to the County Department of Social Services under the guidelines of the ACT.

## **SNACKS, DRINKS, ETC.**

A soda vending machine and water fountain exist on the premises. Students may bring a snack or drink, however items are limited to consumption in the Green Room. Students should clean up after themselves. No food/drink/gum/candy allowed in the studio classes. WATER ONLY! No food in carpeted areas.

## **NOISE AWARENESS**

We encourage parents/students to wait in our Green Room or just outside the Green Room in the Lobby. Please refrain from waiting in the kitchen or near the doors of the studios.

## **INCLEMENT WEATHER**

We will follow the City of Raleigh inclement weather closing schedule for Wake County Public Schools as announced by local media. We will do all possible to update the voice mail at 855-0015 with any closing information. Listen to local news channels, radio stations, or call (919) 855-0015 to see if classes have been cancelled. **IF WAKE COUNTY CANCELS SCHOOL MONDAY-FRIDAY, WE WILL CANCEL.** If it's a Saturday, please call the Conservatory at the number above for any updates.

We will attempt to make up classes when they are missed due to the weather.

## **EMERGENCIES**

In case of fire, students and attendants will leave the nearest exit: either through the 3 exits at the rear of the building, or the one exit at the front, and will be gathered by an attendant.

In case of tornado, students and attendants will meet in the back hallway of the studios and follow instructions.

In case of power outage, students will be led to the main studio and will wait for further instructions.

## **PERFORMANCES**

For any and all performances there is no recital or costuming fee. At most, a t-shirt cost may be incurred as a result of participation in a showcase. The director of each performance will dictate costuming and a best effort will be made to take advantage of student/parent existing wardrobe.

The last week of classes offers parents a chance to view In-class Showcases in the Acting and Dance classes (no Live on Stage nor Acting Company!!). Parents are invited to view the performance work the students have worked on over the course of the semester. Dates TBA.

The Acting and Dance Semester Showcase SEE IMPORTANT DATES The showcase will be held at the Conservatory Theatre at 3043 Barrow Dr. This showcase will feature selections from the acting and dance classes throughout the semester. **Not all acting and dance classes/students will be featured in this showcase due to time constraints. There will be a mandatory rehearsal for all students chosen to perform.** Ticket information will be available closer to the time of performance.

The Live on Stage Showcase SEE IMPORTANT DATES FOR SHOWCASE AND REHEARSALS. The Showcase will be held at Stewart Theatre on NC State's campus. This showcase features ALL Live on

Stage classes. ALL REHEARSALS ARE MANDATORY. Ticket and further information will become available closer to the time of performance.

## **CONSERVATORY MISSION STATEMENT**

The North Carolina Theatre Conservatory for the Performing Arts offers students a solid foundation in the performance arts. The professional staff will strive to instill the value of imagination, collaboration, focus, discipline, trust, critical analysis, self-awareness and self-confidence. The Conservatory will provide a safe, supportive, challenging and innovative environment for each students to discover and develop his or her unique, creative voice. The instructors of the Conservatory will work together to ignite artistic passion and empower students to reach their creative potential.

## **CONSERVATORY DISCLAIMER**

Participation in classes at the Conservatory does not mean a child will be cast in a NCT main stage production. Casting is done by directors from out of town who cast based on specific need for the productions. However, auditioning is a learning experience and students are welcomed to audition for main stage productions when age appropriate.

Depending on the production, Conservatory students may be given priority at an audition with a youth call. Please see our website at [www.nctheatre.com](http://www.nctheatre.com) for any upcoming auditions.

## **COMPANY CLASSES**

All Company classes are two semester classes and have additional policies which will be distributed at Company auditions and the first day of class. Please check with the instructor for information.