Kansas City Ballet
2nd Company Handbook
2019 - 2020

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Company Policies & Contact Info

Artistic Director:	Devon Carney	decarney@kcballet.org	
Ballet Master:	Kristi Capps	kcapps@kcballet.org	(816-216-5602)
Ballet Master:	Parrish Maynard	pmaynard@kcballet.org	(816-216-5598)
Music Director:	Ramona Pansegrau	ramona@kcballet.org	(816-216-5591)
General Manager:	Kevin Amey	kamey@kcballet.org	(816-595-1190)
2nd Co. Manager:	Christopher Ruud	ruudc@kcballet.org	(816-216-5607)
Production Mgr:	Amy Taylor	ataylor@kcballet.org	(816-216-5592)
Stage Manager:	Victoria Frank	vfrank@kcballet.org	(816-217-7354)
ASM:	Elizabeth Sampley	esampley@kcballet.org	(816-216-5609)

Studio Rules

- **Food is not permitted in any studio during the rehearsal day.**
- **Beverages other than water are not permitted in the studio**.
- Rosin is not permitted on the bottom of shoes.
- Do not place items on the pianos, even when they are covered.
- All studios are equipped with a sound system and are available to use during the rehearsal day. If you need help, please ask Victoria or Amy.
- Studios #1 - #3 have TV's/DVD and are available to use during the rehearsal day. If you need help, please ask Victoria or Amy.
- Please do not use electronic devices during rehearsals.
- Please refrain from wearing jewelry or accessories during rehearsal that could cause injury to yourself or your partner(s)

Guests in Class

- Written Notice

  Please submit a request via email to Devon and Victoria at least one week prior to the anticipated class date if you would like to have a guest come to KCB and take company class.
- Class Waiver

  All guests attending company class must fill out a waiver once per season prior to the beginning of the class.
  Class Waivers are available posted by Victoria's desk and online.

Illness, Meetings, Appointments

- If you are ill and cannot attend rehearsal, please contact Victoria Frank ASAP.
- Requests for meetings with Mr. Carney should be scheduled through Mary Allen at mallen@kcballet.org
- If outside appointments must be scheduled during the rehearsal day, please see Kristi Capps as soon as possible.

Callboards

- Callboards are located in Studio #1 and on the basement level.
- Daily & Theatre Schedules, Season Calendar, Announcements, Memos and other KCB specific information is posted on Callboards at BC and Kauffman.
- Daily Schedules are also posted in Studios #1, 2 & 3 and on 2nd Company Callboard

Kansas City Ballet Roster

WOMEN

Company

1	Danielle	Bausinger,
2	Kaleena	Burks,
3	Amanda	DeVenuta,
4	Lilliana	Hagerman,
5	Kelsey	Hellebuyck,
6	Whitney	Huell,
7	Taryn	Mejia,
8	Emily	Mistretta,
9	Heather	Nichols,
10	Courtney	Nitting
11	Amaya	Rodriguez,
12	Naomi	Tanioka,
13	Goldie	Walberg,

Apprentice

14	Sidney	Haefs,
15	Marisa	Whiteman,

KCB II

1	Roma	Catania,
2	Georgia	Fuller,
3	Fiona	Lee,

Trainees

1	Priyana	Acharya,
2	Sophie	Hod,
3	Juliana	Kuhn,
4	Talia	Lebowitz,
5	Colleen	McKenzie,
6	Jessica	Ousterhout,
7	Emma	Pennell,
8	Callahan	Porter,
9	Grace	Reed,
10	Katy	Schwarzweller,
11	Lauren	Vogel,
12	Jasmine	Wheeler,

MEN

Company

1	Gavin	Abercrombie,
2	Joshua	Bodden,
3	Christopher	Costantini,
4	Liang	Fu,
5	Enrico	Hipolito,
6	James	Kirby Rogers,
7	Dillon	Malinski,
8	Javier	Morales,
9	Lamin	Pereira dos Santos,
10	Humberto	Rivera Blanco,
11	Cameron	Thomas,
12	Craig	Wasserman,
13	Kevin	Wilson,

Apprentice

14	Zachary	Boresow,
15	Angelin	Carrant,

KCB II

1	Ethan	Ahuero,
2	Bernard	DuBois II,
3	Joshua	Kiesel,

Trainees

1	Timothy	T.V. Cao,

Red font = New dancer

KANSAS CITY BALLET
2019-2020 PERFORMANCE SCHEDULE (as of 8/5/19)

SEASON	PERFORMANCE DATE	VENUE	REPERTORY
Dance Day Open House event	Aug 24	Bolender	open rehearsal
New Dance Partners	Sept 27, 28	JCCC	Thatcher (new)
Fall	Oct. 11 - 20	Kauffman Center w/ orch	Carmina (Hougland) Petal (Pickett) Tulips & Lobster (Ochoa)
Ballet Ball Onstage Dinner	Nov 23 Dec 17	Intercontinental Onstage @ KCPA	
Nutcracker	Dec 5 - Dec 24	Kauffman Center w/ orch	Nutcracker
Winter	Feb 14 – 23	Kauffman Center w/ orch	Swan Lake (Carney)
New Moves	Mar 26 - 29	Bolender	various new works
Spring	May 8 - 17	Kauffman Center Recorded music	Celts (York) Serenade (Balanchine) Wunderland (Liang)

2nd Company Special events

2nd Company @ Home	April 23	Bolender	Various

- Additional special events will be scheduled throughout the year.
- As much notice as possible will be given prior to these events.

The Todd Bolender Center

Address

500 W. Pershing Rd.
Kansas City, MO 64108
(816) 931-2232
www.kcballet.org

Hours of operation (given normal company and school schedules, not including performance activities).

In Season - late Aug – May
Monday – Friday (8:30am – 8pm)
Saturday – (8:30am – 6pm)
Sunday – Closed

Out Season - June – early August (given normal summer school schedules)
Monday – Friday – (8:30am – 7pm)
Saturday – Closed
Sunday – Closed

Parking

- There are parking spaces on the gravel underneath the bridge as well as additional parking along the north fence.
- Please do not park adjacent to the west or north sides of the building.
- Do not park in the handicapped spots unless you have a handicap tag.
- A bike rack is located near the loading dock.

Building Access

- The west entrance to the building is the main entryway for everyone - guests, students, dancers and staff.
- The east loading dock entrance is for deliveries only
- All other entrances and exits are for emergency use only.
- Key cards will be issued the first day of rehearsal and will give you access to west and south exterior doors as well as east/west emergency staircases and elevators.
- Key cards will be collected at the end of the season.
- Access to the lower level from both east & west staircases is generally open.
- Access to the lower level by elevator requires the use of the key card.
- The freight elevator at the east end of the building is for freight. Only staff may use this elevator and then only when engaged in business that requires the freight elevator. This elevator only goes from basement to the main floor.

Emergency Procedures

- Emergency exit doors –
  There are four emergency exits in addition to the main entrances to the building:
  * One from the "Frost" Studio #1, one at the bottom of each the east and west emergency staircases, and one in the northeast corner of studio 3.
  * All emergency exits are equipped with alarm bars and will set off an emergency alarm if used.

- Fire – The building is fully equipped with fire emergency warning systems and sprinkler system.

  - In the event of a need to evacuate the building, particularly under conditions of fire, DO NOT USE ELEVATORS.
  - Know and locate your quickest route out of the building as well as alternates in the event that your primary exit is unavailable.
  - Emergency stairs are located at each end of the building to the east and west and are marked as emergency exits.
  - Proceed either up or down the stairs to the main ground level exits and leave through the emergency doors.
  - Additional emergency exits exist on the west wall in Studio #1 and in the northeast corner of Studio #3.

- Evacuation procedures are posted in all studios.

- Weather - In the event of a tornado or other emergency weather condition, use the east or west stairs to the lower level. The most protected area in the lower level is the north hall along the storage area

- Any accident or injury that occurs on the premises must be reported to the General Manager or designate immediately.

BC Lower Level

Company locker rooms

- KCB II may claim one locker in this locker room.
- Keep personal belongings stored in lockers.
- Locks are recommended. KCB is not responsible for theft or loss of property.

Physical Therapy/Pilates Room

- This room is intended as a benefit to the company and advanced students. Private and semi-private classes are also scheduled and coordinated through the school.
- If you are unfamiliar with the pilates equipment, do not use until you have completed a training session.
- Anyone using the equipment must sign a training room waiver and release.

Mail & Messages

- Each person has a mailbox located in the production office. Please check daily for mail or messages. Packages will be left at the reception desk.

AGMA Board

- Located in the lower level green room

Kitchen & Break Room

- Both staff and dancers are welcome to use this area and are reminded to please clean up after themselves.
- The refrigerators are cleaned out each Monday.
- There may be events scheduled that might alter use from time to time.

Wardrobe Area

- Serves as both office space and workroom for the wardrobe department.
- All fittings will be held in this room.

Production Offices

- Office area for Production Manager, Stage Management, Community Engagement, Music Staff and Guest Artists.

AV Room:

- Videos are available to be checked out through the production office and are to be viewed while in the building.
- Open studios or the lower level break room are available to view videos.
- Performance copies of videos will not be made for individuals due to contractual agreements with all parties involved.

BC Main Level

Studio #1 & storage space

- Company class will be held in this studio.
- This space is also used for performances and special events.
- The storage area off of the studio is used to store equipment, props, costumes.
- Please do not leave your personal belongings in this area at the end of the day.

Adult locker room and public restroom

- Restrooms are also for public and staff use.
- There are two locker rooms for KCB Trainees, adult student and faculty use.
- Each room has a shower area.

Ellis Conference room

- The Ellis Conference Room and DST Conference Room are intended for meetings or special events. These rooms must be scheduled through Mary Allen.

Reception Desk, School Desk and Box Office

- All box office transactions will take place at the reception/box office counter located at the center of the south hall on the mail level.
- All guests will sign in at reception desk.
- All packages will be held at reception desk.

Library area

- This area is the primary reception waiting area for guests with appointments with staff or faculty.

Green room & Kitchen

- Both staff and dancers are welcome to use this area and are reminded to please clean up after themselves. There may be events scheduled that might alter use from time to time.
- 2nd Company Members should keep their food in the Green Room fridge only.

Administrative Offices

- This area is home to the Artistic & Executive Directors and the KCB artistic and administrative staff.
- There is a large open area with seating; this area is not meant to be a green room or lunch area.

Mezzanine Level

Studios #2 & #3

- Used by the company for rehearsals and for class.

Restroom & Vending

- Mezzanine restroom is gender neutral and available to all
- The vending area is on the Mezzanine level.

2nd Level

Studios #4 - #7

- These studios are used primarily by the school.

Student dressing rooms and restrooms

- These areas are specifically for the children of the school only.
- Adults are not to use these areas.

Studio Rules

- **Food is not permitted in any studio during the rehearsal day.**
- **Beverages other than water are not permitted in the studio.**
- **Rosin is not permitted on the bottom of shoes.**
- **Do not place items on the pianos, even when they are covered.**
- **All studios are equipped with a sound system and are available to use during the rehearsal day. If you need help, please ask Victoria or Amy.**
- **Studios #1 - #3 have TV's/DVD and are available to use. If you need help, please ask Victoria or Amy.**

Additional Info

Intercom throughout building

- All desk and studio phones can work as an intercom system in case of emergency.
- Studio phones are intercoms only and cannot be used to reach an outside line.

Smoking

- No smoking is permitted inside the building.
- The only designated smoking area is the east end of the building nearest the loading dock.

Alcohol

- Consumption of alcohol on the premises is prohibited except in the case of company sanctioned events, and then only those 21 years of age and older.

Controlled Substances

- KCB is committed to maintaining a drug free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on KCB's premises and disciplinary action, up to and including termination, will be taken against any employee for violation of this policy. In addition, KCB reserves the right to contact appropriate law enforcement authorities if it suspects that any employee is engaging in illegal activity.

Schedules

Daily Rehearsal Schedule

- Schedules are posted in studios #1 - #3 and on the bulletin board on the lower level.
- The following day's schedule is also emailed by Stage Management to all dancers and staff.

Social Media Thursday

- On Thursdays, the marketing department will be working to boost KCB's social media presence.
- Time will be set aside for interviews, photos and taping rehearsals for use on various official KCB social media outlets – please be conscious of your attire and appearance on these days.

Open Rehearsal

- For all open rehearsals, videotaping or photography, dancers should wear formfitting outerwear that reveals the contour and shape of the physique or attire appropriate for the type of dance piece.

Production Calendar

- The 2019 – 2020 calendar is available on line www.kcballet.org/internal and www.kcballet.org/dancerinfo
- The calendar is subject to change.

Trainee Class Schedule is being finalized and will be distributed by Grace Holmes, School Director. Trainee Classes are on Tuesdays & Thursdays from 9am-2pm.

Shoe & Wardrobe Information

Shoes

Shoe Allotment – KCB II

- Each member of KCB II has a shoe allowance for the season from which pointe shoes, pointe shoe accessories and ballet slippers will be purchased.
- Once the allowance has been reached, it is the responsibility of the KCB II member to purchase shoes needed for class, rehearsal and or performances.
- Additional specialty shoes will be distributed as needed and remain property of Kansas City Ballet.

Shoe Allotment – Trainees

- Shoes for class and daily rehearsals are the responsibility of the trainee.
- Shoes for performances will be purchased dependent upon the role, number of performances etc.

Specialty Shoes

- Character, jazz and other specialty shoes will be provided to the artists when needed for rehearsals and performances and will remain property of the company.
- All specialty rehearsal and performance shoes will be collected following the final performance of the series in which they are used.

Dyed Shoes

- A schedule of collection and distribution of shoes needed for dyeing will be posted for the artists outside the Wardrobe room and on the lower level callboard

Shoe Distribution

- Shoe request list is located on the downstairs bulletin board.
- Shoes will be distributed on **Tuesdays**, and may be picked up in the production office.
- Female artists will be required to sign and return a form detailing the shoes received.
- Appointments to discuss changes to shoe orders etc. may be arranged on Tuesdays between the hours of 8:00am – 2:30pm.

Costumes & Accessories

Rehearsal Items MUST be checked out in person by Jennifer Carroll or Betti Jo Diem. No exceptions, including rehearsal tutus.

The Company will provide all costumes and related accessories for performances in accordance with Section VIII of the AGMA agreement.

1. All costumes and related accessories will be distributed by the half hour call. It is the artists' responsibility to notify the Wardrobe Department of any missing items as soon as possible.
2. All costumes will be passed out on hangers and with nametags. They are to be returned in the same manner.
3. Undergarments should be put in the assigned laundry bag and then placed in the laundry basket immediately after the conclusion of the performance.
4. Costumes are to be worn as designed, unless otherwise specified by the designer, artistic director or wardrobe supervisor. You may not alter any part of your costume.
5. Eating, smoking and drinking (other than water) and sitting on the floor in costume are not permitted.
6. Gentlemen, please refrain from the use of rosin on your hands for partnering when at all possible
7. Dressers are available to assist you with quick changes, fastening and to assist with any difficulties.

Make-up & Hair

- Artists are to provide their own make-up, including lashes for the women. Additional makeup for character roles will be provided by the Company.
- Make-up should only be applied while out of costume, unless a quick change is required.
- Hair should be neatly secured and sprayed in the style designated by the designer, artistic staff or wardrobe supervisor.

Dressing Rooms

- Dressing rooms will be assigned prior to each set of performances.
- Dressing rooms should be kept neat and left clean after each performance.

Costume Fittings

- All costume fittings take place in the Wardrobe Area/Costume Shop unless otherwise noted.
- Please be on time for all scheduled fittings.

Injury Reports Procedures

- **Ice is available in the lower level break area and the main level kitchen.**

In the event of an injury or suspected injury, obtain and completely fill out an injury report form. These forms are available from Amy, Victoria or Kevin. Return the completed form to Kevin **in person** and **within 24 hours of the injury.**

Please discuss any minor injuries with the Physical Therapist and/or Athletic Trainer as part of the weekly injury clinic visits.

In the event of an injury, we will contact the physical therapist for quick response and as directed from the training staff, KCB staff will make doctor appointments with the appropriate physician. For the most serious injuries or medical emergencies, a staff member will see that the injured party is taken to emergency facilities.

Information about your injury will be related from Doctors to Traveler's Insurance, Performance Rehab and Kevin to facilitate all further care and management.

After seeing any doctor regarding injuries, please contact Kevin as to your evaluation from the doctor and your current work status, so that we may schedule appropriately.

Physical Therapy

Performance Rehab will function as the official and exclusive athletic training and physical therapy provider for Kansas City Ballet.

The Athletic Trainer and/or Physical Therapist will work with each dancer to establish and provide:

- General consultation, care and preventative care of all injuries.
- Access to clinics for treatment, as prescribed by physician.

The primary PTs for the season are Kendra Gage and Kelly Meiners. Kendra and Kelly will function as the first line of contact and defense for minor aches, pains and injuries. Kendra will also coordinate any and all doctor prescribed physical therapy.

Physical Therapy is available by sign up for the following days/locations. These days/locations are for the Fall and are subject to change in the Spring. PT is scheduled in 15 minute increments.

Mondays @ Performance Rehab, 11:00a – 1:00p
Tuesday -> Friday @ KCB, 2:00 - 3:00p
On site athletic trainer for each Kansas City main stage performance

KCB II and Trainees should wait to sign up until the rehearsal day prior to a PT day, sign ups at the studio are posted on the PT Room door in the basement. You may sign up for Monday PT online, this process is being updated for the 19-20 season and will be distributed soon.

Kauffman Center for the Performing Arts

Address

1601 Broadway Blvd.
Kansas City, MO 64108
(816) 994-7200
www.kauffmancenter.org

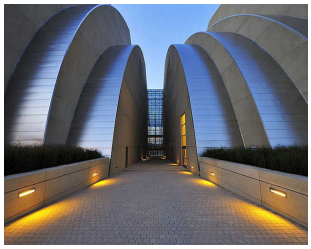
Building

- Opened in September 2011 and was designed by Moshe Sofdie. The center houses the Muriel Kauffman Theatre and Helzberg Hall. Kansas City Ballet, Lyric Opera of Kansas City, and Kansas City Symphony are the resident arts organizations.

Parking

- Street parking is available surrounding the building. Please observe strict time limits during weekday work hours.
- Covered parking is available in the Arts District Garage. Rates are $5 during the day and $7 for performances.

Access to building



- The stage door is located on 16th St. It is the first set of doors on the right and labeled staff and performer entrance.
- Upon arrival you will be asked for your stage pass, if you do not have it, you will give your name to the security guard and sign in.
- The stage and dressing room level is floor #3.

Life Safety

- Emergency exit doors are numerous and clearly indicated throughout the building.
- In the event of an evacuation or emergency, a member of the KCB or Kauffman Center staff will direct you to nearest exit.
- An all clear will be given by a member of the KCPA staff.

KCB Production Cell Phone (816) 516-0207

- Please use this number if you need to reach a member of the production staff.

Dressing Rooms

- Each dressing room is fully equipped with restrooms and showers.
- Rooms will be assigned for each set of performances by the wardrobe department.

Green Room

- The green room is for use by all. It is equipped with refrigerator, microwave etc.
- Please use this space for all meals.

Therapy Room

- Available for use when the athletic trainer or physical therapist is on site.

Call Board

- The call board is located in the hallway off stage left.

Wardrobe

- Located on the third floor near the green room

Stage Manager/Production Office

- Located on the third floor near the loading dock.

Guests

- Guests are not allowed backstage.
- Please have guests wait for you in the lobby or outside the stage door.

Smoking

- No smoking is permitted inside the building.
- The only designated smoking area is on the west side of the building at the loading dock.
- Please observe the 20 ft. away from door notice.

Alcohol

- Consumption of alcohol on the premises is prohibited except in the case of company sanctioned events, and then only those 21 years of age and older.

Controlled Substances

- KCB is committed to maintaining a drug free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on KCB's premises and disciplinary action, up to and including termination, will be taken against any employee for violation of this policy. In addition, KCB reserves the right to contact appropriate law enforcement authorities if it suspects that any employee is engaging in illegal activity.