

# WELCOME GUIDE

FOR SEASONAL  
COMPANY MEMBERS

OPERA THEATRE **OTSL** *of* SAINT LOUIS

**2018**

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## Introduction: *The Opera Theatre Experience*

Welcome to St. Louis! We are delighted that you are with us and hope that your stay will be enjoyable. This welcome guide is intended to be an introduction to Opera Theatre of Saint Louis (OTSL) and provide all seasonal company members with a “go to” reference for useful information. You are encouraged to familiarize yourself with the contents. We’ve been preparing for your arrival for many months and hope to do everything possible to make it a wonderful experience. If you have any questions or problems, please don’t hesitate to call upon any of the OTSL administrative staff for assistance.

Once again, welcome to OTSL! We look forward to our collaboration on what promises to be a tremendously exciting season!

### Section I – ORGANIZATIONAL OVERVIEW

Since the company’s founding in 1976, OTSL has played a leading role in the cultural life of St. Louis. Opera Theatre now ranks as one of the premiere arts organizations in St. Louis and has received great recognition for its top quality productions, from national and international patrons and critics alike.

Opera Theatre is one of only two opera companies in the world to perform all productions in English, the other being the English National Opera in London.

#### A. Mission, Core Values, and Company Hallmarks

Opera Theatre is a tax exempt organization under section 501(c)(3) of the Internal Revenue Code. As stated, Opera Theatre’s mission statement is:

***Opera Theatre's mission is to shape the future of opera and to connect diverse audiences through its power and beauty. To accomplish our mission, we produce a world-class opera festival, we champion new works, we build new audiences, we educate and engage our community, and we nurture the finest opera artists, artisans, and administrators of each generation. By doing so, we strengthen the cultural and economic vitality of the St. Louis community.***

Opera Theatre’s staff, board, and volunteers have collaborated to form the following list of core values to further describe our purpose as an institution:

#### Core Values:

##### **Excellence**

- Creating, interpreting, and performing world-class opera productions combining great music and great theater.
- Identifying and nurturing outstanding artistic, technical, and managerial talent.
- Assuring meticulous preparation for each production.
- Casting emerging and established singers who are vocally and dramatically appropriate to their roles.
- Continuous improvement: constantly assessing ways to improve our work.

### **Approachability**

- Offering a diverse repertory that encompasses standard operas, contemporary operas, and new works in a variety of production styles ranging from traditional to avant-garde.
- Championing opera in the language of the audience.
- Creating a festival setting that is engaging, accessible, and exciting.
- Welcoming audience, artists, staff, volunteers, and board members as colleagues in a creative adventure.

### **Civic Impact**

- Presenting high quality year-round education and community engagement programs whose effectiveness enhances the vitality and connectedness of our community.
- Strengthening the economy of the region with employment opportunities, support for local businesses, and appeal as a destination for national and international tourists.
- Developing partnerships with local businesses, educational institutions, arts companies, and other organizations to extend the quality and reach of our offerings and leverage our unique resources within and beyond the company.
- Creating new opportunities through education and exposure to unique career possibilities.

### **Diversity and Inclusion**

- Ensuring varied programming for a broad range of people.
- Reflecting the diversity of our community in our audience, artists, staff, board, volunteers, and supporters.
- Fostering respect, appreciation, and common purpose across differences in age, race, ethnicity, gender, sexual identity, religion, ability, and creed.

### **Innovation**

- Supporting new approaches and new works.
- Developing the next generation of artists and audiences through exceptional professional development and community engagement.

### **Fiscal Responsibility**

- Sustaining artistic vitality through responsible financial stewardship.

### **Fun**

- Creating a joyful and stimulating environment in which artists, staff, volunteers, and audiences alike will thrive.

Opera Theatre continues its commitment to the following company hallmarks:

**Adventurous Repertory:** With this season, Opera Theatre will have presented 27 world premieres and 27 American premieres — which may be the highest percentage of new work in the repertory of any company in the United States. Important revivals of contemporary American operas like *The Death of Klinghoffer*, *The Ghosts of Versailles*, and *Nixon in China* are also highlights of our repertory.

**Outstanding Artists:** Opera Theatre has a long tradition of discovering and promoting the careers of the finest operatic artists of the current generation. Each year the roster of the Metropolitan Opera includes more than 60 artists who appeared in St. Louis early in their careers.

**Intimacy:** 94% of the seats in our 987-seat theater are closer to the center of the stage than the front row at the Metropolitan Opera, so the audience is close to the action.

**Drama:** The scale of the theater combined with an emphasis on text demonstrates Opera Theatre's commitment to singing in the language of the audience.

**Bringing the music world to St. Louis:** Each season, Opera Theatre's audience includes visitors from nearly every state and a dozen foreign countries, with significant critics frequently in attendance from *The New York Times*, *Wall Street Journal*, *Chicago Tribune*, *The Dallas Morning News*, *Opera News*, London's *Financial Times*, London's *Opera* magazine, and more.

**An International Profile:** Opera Theatre's productions have been cheered around the world, almost from the beginning. In 1983, OTSL became the first-ever company from the United States to appear at the prestigious Edinburgh Festival. In 1988, we took Colin Graham's production of Minoru Miki's *Joruri* to Japan after its world premiere in St. Louis, making it the first performance of a Japanese opera by a U.S. company in Japan, and in 2001 we returned to Japan with our world premiere production of Miki's *The Tale of Genji*. More recently, *The Golden Ticket* had its European premiere at the famed Wexford Festival Opera in Ireland after its world premiere in St. Louis. 2009's *Salome* went on to the San Francisco Opera and *The Ghosts of Versailles* to Vancouver Opera and Wexford. After its premiere here in 2004, Artistic Director James Robinson's *Nixon in China* was presented by seven other companies, most recently the Canadian Opera Company.

**Reaching the Next Generation:** Beyond our regular season, Opera Theatre reaches a year-round audience of 14,000 young people and adults with programs like *Monsanto Artists-in-Training*, *Opera on the GO!*, *Music!Words!Opera!*, and *Emerson Behind the Curtain*, among others, whose quality is just as high as what is seen on our main stage.

**Contributing to the St. Louis Economy:** Each year, approximately 25% of contributed revenue comes from national or international sources. Opera Theatre is one of only a handful of opera companies that builds each production in local scene, costume, and prop shops, with nearly 30 people year-round and almost 500 at the height of the spring opera season. The company attracts substantial numbers of artists, contributors, and visitors who patronize St. Louis hotels and restaurants.

**Financial Stability:** Because our theater is so small, we earn only 27% of our budget at the box office. Even with an unconventional repertory, OTSL has never accumulated a deficit. The Sally S. Levy Opera Center, OTSL's rehearsal and office space, was completed in 2006 without debt.

**Affordable Performances:** Tickets cost as little as \$25, and the whole audience is welcome to join the artists in the popular, summery tent on the lawn after performances in a relaxed atmosphere that is central to the culture of the company.

## B. Opera Theatre Staff Contacts

The main line of the office is 314-961-0171. You may also directly dial staff at 314-963-4 plus the extension. Please see the final pages of this Welcome Guide for a complete list. E-mail addresses are the [first initial and full lastname@opera-stl.org](mailto:first initial and full lastname@opera-stl.org).

## Section II – EXPECTATIONS AND ETIQUETTE

Opera Theatre has the following expectations of members of the company to ensure that participating in the festival season is a mutually beneficial experience.

### A. Rehearsals

1. Electronics: All electronic devices used for communication—including but not limited to iPods, cell phones, PDAs and laptop computers—are banned from use in rehearsal rooms, as well as onstage, backstage, in shops and in the seating areas of the theatre. Administration and production staff members, as well as stage management and music staff members, however, will be permitted to have such devices for intra-company communication and emergency use. **Green rooms, dressing rooms, lobbies, lounge areas and the like, are the proper locations for personal use of electronic devices.**
2. Footwear: Company members are expected to wear proper shoes — character shoes or low-heeled pumps for female performers and hard soled shoes for male performers and all staff — to all rehearsals, whether in the Sally Levy Opera Center or in the Loretto Hilton Center. **Please note that as a policy of safety no company member will be allowed on stage — even for the briefest moment— or in the paint space for any reason if he/she does not have hard-soled and closed-toe footwear.**
3. Pets: Company members are prohibited from bringing pets to rehearsals and performances, including music rehearsals, staging rehearsals, coachings, wig and costume fittings, and backstage areas during onstage rehearsals and performances.
4. “Opera from the Wings”: Opera Theatre’s Department of Education and Community Engagement sponsors “Opera from the Wings,” a unique program allowing thirty subscribers and patrons (affectionately referred to as “Wingers”) to attend select rehearsals of all four operas and observe the evolution of each production.

Wingers are invited to attend the production team presentation to the full company. They also observe select staging and lighting rehearsals as well as all dress rehearsals. As a general rule, all music rehearsals are closed, and directors may close any stage rehearsal if they feel it is necessary to do so.

Although there are generally thirty subscribers in the program, after the first rehearsal, there are rarely more than ten participants at any one session. We encourage our “Wingers” to feel like part of the family. Most of the group has been

participating for years, and they know the company well. They are likely to become some of your greatest fans!

B. Performances

The Opera Theatre ambience is welcoming and festive with audience attire ranging from formal (you will see some tuxedos and gowns on opening night) to casual jeans and khakis. In general, a good rule of thumb is “summer wedding” attire, especially when attending tent dinners.

C. Tent Dinners

If you are invited to a tent dinner please respond in a timely fashion. If you reply in the affirmative, you are expected to attend, as this is a seated dinner and you are the anticipated guest of one of our patrons. Appropriate apparel is “summer wedding” attire — summer dresses for the ladies and sport coats for the men.

**Section III - CHECKS**

A. Paycheck Distribution

All company members receiving weekly payroll checks will receive their payroll checks on Friday mornings of the pay week. Checks will be issued from the finance department to all department heads. Department heads will verify and distribute all checks to their staff members. For example, stage managers will be responsible for distributing all checks to the singers while production supervisors will distribute checks to wardrobe, crew, and technical. If you have any questions, please contact your immediate supervisor.

B. Check Cashing

All out-of-town company members are encouraged to use direct deposit. Payroll checks are drawn on Commerce Bank and may be cashed at the Webster Groves branch for no charge. The Webster Groves branch of Commerce Bank is located at 8050 Big Bend Blvd. You must identify yourself as an OTSL company member and be verified on their list in order to qualify; in addition, you will need to show two forms of ID and may be asked for your thumb print.

All travel reimbursements, mileage reimbursements, and petty cash reimbursement checks are drawn on Opera Theatre’s account with US Bank. These checks may be cashed at the US Bank in Webster Groves for no charge after identifying yourself as an Opera Theatre company member. The Webster Groves branch of US Bank is located at 110 West Lockwood Avenue.

## **Section IV – MAIL**

### A. **Personal Mail**

All company members are welcome to have personal mail **temporarily** forwarded to Opera Theatre. The current mailing address you should use is:

(Your name)  
Opera Theatre of Saint Louis  
210 Hazel Avenue  
St. Louis, MO 63119

Company mailboxes and production department mailboxes are located in the mail room of the Sally S. Levy Opera Center. The mail is normally distributed into this area by 2:00 p.m. daily. On rehearsal and performance days, the stage managers will pick up company mail and take it to the rehearsal space or theater for you. Production department heads will pick up the mail and distribute it to their staff.

You may put stamped mail in the outgoing mail basket above the postage machine in the first floor copy room behind the receptionist desk of the Sally S. Levy Opera Center.

### B. **Permanent Address**

**Please do not permanently change your address to the Opera Theatre address.** As many company members work in different parts of the country with other prominent arts organizations, it is impossible for Opera Theatre to find you and forward your mail. The Opera Theatre staff has been instructed to stamp “return to sender” on all seasonal company members’ mail immediately following the close of our season. Please make sure your address has been temporarily changed with the Post Office and transferred back to your permanent address when you leave.

When completing all necessary tax and financial paperwork, please use your permanent mailing address. In January of each year, we will mail your tax paperwork to this address. **If your permanent address changes between the end of Opera Theatre’s season and the end of December, please send a change of address notice to the Staff Accountant.** We receive many year-end tax documents returned as “undeliverable,” and they are held in the Finance Department until someone contacts us.

## **Section V – PARKING (GENERAL RULES INCLUDING PERFORMANCES)**

Webster University offers Opera Theatre a limited number of summer parking passes for our seasonal staff. These passes allow you to park in the Webster University parking garage across the street from the theater for free.



Please do not park on the surface lots. Webster University remains vigilant in providing parking tickets to anyone violating their parking policies. Please observe all posted notices concerning disabled and reserved parking, fire lanes, and other restrictions, or Webster University security will issue you a parking ticket. If you receive a parking ticket, it is your responsibility to settle the matter with Webster University. The cost of a fine paid for a parking violation will not be reimbursed by Opera Theatre.

Parking at the Sally S. Levy Opera Center is limited to Stage Directors, Conductors, year-round employees, volunteers, and board members. Everyone else must park in the parking garage.

**IMPORTANT NOTE:** Company members absolutely may NOT park in the Theatre Circle (Lot I) or the main Music School/Big Bend lots (Lots J and K); these are pre-sold patron parking lots. **All cars and company vehicles must be off these lots by 5:30 p.m.** (12:00 noon prior to matinees, 4:30 p.m. Sunday evenings), or they will be towed at the owners' expense!

## **Section VI – GENERAL POLICIES AND PROCEDURES**

OTSL has established the following policies and procedures to provide guidance regarding important workplace issues. We value you as people and contributors to our mission, and these policies are intended to facilitate the kind of working environment that is best suited to our mutual goals. This packet is not comprehensive, as other policies and procedures may be applicable to specific job assignments or departments.

**Please note** that seasonal company members who are subject to a collective bargaining agreement may not be subject to each of these policies as written. If any conflict exists between these policies and the relevant collective bargaining agreement, the bargaining agreement controls.

### A. Standards of Conduct

Each company member has an obligation to observe and follow Opera Theatre of Saint Louis's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or termination of the seasonal engagement. The appropriate disciplinary action imposed will be determined by Opera Theatre of Saint Louis. Opera Theatre of Saint Louis does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of Opera Theatre of Saint Louis's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during work hours, while engaged in Opera Theatre of Saint Louis activities (please see page 13 for an exception) or in Opera Theatre of Saint Louis vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment;

disrespect towards fellow company members, visitors or other members of the public; performing outside work or use of Opera Theatre of Saint Louis property, equipment or facilities in connection with outside work while on Opera Theatre of Saint Louis time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decision will be based on an assessment of all relevant factors.

B. Discrimination / Sexual and Other Unlawful Harassment

Opera Theatre (OTSL) is committed to providing a work environment free of discrimination and unlawful harassment. We prohibit discrimination of and/or unlawful harassment of a company member by any other company member, supervisor, patron, donor, independent contractor, or third party for any reason (including, but not limited to, race, color, sex, religion, genetic information, national origin, sexual orientation, gender identity, or any other legally-protected characteristic). Actions, words, jokes, or comments based on any of the characteristics will not be tolerated. Conduct prohibited by this policy is unacceptable in the workplace and in any work related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Unlawful harassment includes sexual harassment (both overt and subtle) and is strictly prohibited. Sexual Harassment is a form of misconduct that is demeaning to another person and undermines the integrity of the work place. Examples of sexual harassment include: sexual pranks or repeated sexual teasing, jokes, or innuendo in person or via e-mail; touching or grabbing of a sexual nature; repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated s/he is not interested; repeatedly making sexually suggestive gestures; and any other unwelcome conduct of a sexual nature that affects the work environment.

As set forth in the Romance in the Workplace Policy, romantic or sexual relationships between supervisors and supervisees are inappropriate and strictly prohibited. This prohibition extends to situations in which one of the parties has either real or perceived power over the other party, now or in the future.

OTSL is committed to creating a safe and comfortable work environment. Individuals can raise concerns and make reports without fear of reprisal. OTSL will seek to protect the identities of the involved parties, except as reasonably necessary (for example, to complete an investigation successfully). OTSL will take the necessary steps to protect from retaliation those company members who in good faith report incidents of harassment, discrimination or retaliation or those who participate in good faith in any investigation. It is a violation of federal and state law and this policy to retaliate against someone who has reported in good faith harassment, discrimination or retaliation or who has participated in good faith with an investigation.

Early reporting and intervention has proven to be the most effective method to resolve issues. OTSL cannot fix problems of which it is unaware. OTSL will make every

effort to stop harassment, discrimination and retaliation but can only do so with the cooperation of its company members and timely reports of issues.

Any incident of retaliation, discriminatory treatment or sexual or other unlawful harassment should promptly be reported to one of the following:

Members of the OTSL Staff:

- Sharon Ackermann, Staff Accountant (314) 963-4281, sackermann@opera-stl.org
- Maggy Bort, Front of House Manager (314) 961-0171
- Vonetta Flowers, Prod & Op Personnel Manager (314) 963-4260, vflowers@opera-stl.org
- Nicole Freber, Director of Development (314) 963-4222, nambos@opera-stl.org
- Mary Ip, Director of Finance (314) 963-4280, mip@opera-stl.org
- Paul Kilmer, Director of Artistic Administration (314) 963-4243, pkilmer@opera-stl.org
- Kara Koverman, Assoc. Dir for Audience Services (314) 963-4270, kkoverman@opera-stl.org
- Anh Le, Publications & Brand Manager (314) 963-4294, ale@opera-stl.org
- Madalyn Mentor, Artistic Coordinator (314) 963-4246, mmentor@opera-stl.org
- Steve Ryan, Director of Production & Operations (314) 963-4261, stever@opera-stl.org

Member of the OTSL Board of Directors:

- The OTSL Board member who chairs the OTSL Human Resources Committee is also available to receive a report: Gina Hoagland (314) 523-9500, ghoagland@csi-mail.com. Assistant: Bethany Urshan (314) 523-9425, burshan@csi-mail.com.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment, discrimination or retaliation should promptly advise the Director of Finance or any member of management, who will address the matter in a timely and professional manner.

Any reasonable good faith report of alleged harassment, discrimination or retaliation will be investigated promptly and impartially. The investigation may include individual interviews with the parties involved and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All company

members are required to cooperate in any investigation, including submitting to an interview or providing a written statement, if requested.

Anyone engaging in discrimination, sexual or other unlawful harassment, or retaliatory behavior will be subject to disciplinary action, up to and including termination of the seasonal engagement.

C. Romance in the Workplace Policy

In order to minimize the risk of conflicts of interest, promote fairness and work to ensure a comfortable, productive and professional work environment, OTSL maintains the following policy with respect to romance in the workplace:

No person in a management or supervisory position shall have a romantic, sexual or dating relationship with any company member whom he or she directly supervises or whose terms or conditions of employment he or she may influence (examples of terms or conditions of employment include promotion, termination, discipline, setting of schedules, assignment of job duties and compensation).

Further, company members are expected to conduct themselves in a professional manner at all times. In particular, management and supervisory personnel are expected to set a high standard of professional conduct both at work and in any social setting at events sponsored by OTSL. For this reason, management and supervisory personnel are prohibited from social interaction with subordinates that is or might be perceived as inappropriate (for example, unwanted flirting, touching, or other behavior that may be regarded as sexual harassment). This prohibition extends to situations in which one of the parties has either real or perceived power over the other party, now or in the future.

Individuals who have questions or concerns about any of these policies should talk with Mary Ip, Director of Finance.

D. Smoking in the Workplace

OTSL is committed to providing a safe and healthy environment for company members and visitors. Smoking is not permitted.

Violations of this policy may result in disciplinary action, up to and including termination of the seasonal engagement.

E. Workplace Violence

Violence by a company member or anyone else against a company member, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to company members at work and to reduce the possibility of damage to Opera Theatre of Saint Louis property in the event

someone, for whatever reason, may be unhappy with an Opera Theatre of Saint Louis decision or action by a company member or member of management.

If you received or overhear any threatening communications from a company member or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to a seasonal company member or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Company members are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in Opera Theatre of Saint Louis's investigation, may result in disciplinary action, up to and including discharge.

F. Drug-Free Workplace Policy

*Purpose of the Policy:*

OTSL is a drug-free workplace. OTSL values its company members and recognizes their need for a safe and healthy work environment. The use of illegal drugs and the misuse of alcohol or prescribed or over the counter drugs subjects company members and visitors to unacceptable risks that undermine OTSL's ability to operate safely, effectively, and efficiently. The establishment of a Drug-Free Workplace Policy is consistent with OTSL's desire to promote a safe and accident-free workplace.

*Prohibited Conduct:*

1. OTSL prohibits the use, possession, sale, manufacture, and/or distribution of illegal or controlled substances and/or drug-related paraphernalia during working hours, while on OTSL premises, or while performing duties for OTSL off-premises. Subject to the exception below, OTSL also prohibits the use, possession, sale, manufacture, and distribution of alcohol during working time, on OTSL premises, or while performing duties for OTSL off-premises.
2. **EXCEPTION:** Responsible alcohol use at OTSL social gatherings such as "under the tent" after performance events is not a violation of this policy. Alcohol consumption at these events is voluntary, and good judgment should be used to avoid any violation of applicable law, including drinking age laws or legal alcohol limit for driving laws, or any violation of OTSL policies, including OTSL's sexual harassment policy. Additionally, persons who choose to consume alcohol at social events should arrange for a designated driver, or other safe transportation home. Inappropriate

behavior or excessive alcohol consumption at OTSL events are grounds for discipline, up to and including termination of the seasonal engagement.

3. For purposes of this policy, the term “OTSL premises” or includes all property owned, leased, used or under the control of OTSL. This includes OTSL’s offices, theater, parking areas, rented apartments, and vehicles.
4. The substances prohibited by this policy include such items as: any illegal or unlawfully obtained drugs or controlled substances; “designer” or synthetic drugs; “over the counter” or prescribed medications not being used for purposes or in the manner intended; mood or mind-altering substances; and alcoholic or intoxicating beverages.
5. OTSL requires compliance with this policy as a condition of company membership for qualified applicants or for continued employment of current members. The presence of a detectable amount of any prohibited substance in one’s system while working and/or during working hours may be deemed a violation of this policy, regardless of when or where the substance entered the individual’s system. Violation of any part of this policy may result in disciplinary action, up to and including termination of the seasonal engagement. Please note that, under Missouri law, employees found to have alcohol or illegal drugs in their systems, may receive a 50% reduction to total forfeiture of workers’ compensation benefits.

*Pre-Engagement Screening:* At this time, OTSL does not conduct pre-engagement screening, but it reserves the right to implement such a system if the need appears necessary.

*Post-Engagement Screening:*

1. OTSL may request company members to submit to a test for the presence of drugs, controlled substances, or alcohol in certain circumstances, including:
  - a. When an individual’s conduct, actions, or behavior reasonably leads management to suspect that the person may be using or under the influence of drugs or alcohol during working hours, on OTSL premises, or while performing duties for OTSL off premises;
  - b. When an individual has a prohibited substance in his or her possession (actual or constructive) during working hours, while on OTSL premises, or while performing work duties for OTSL;
  - c. Following an injury to a company member or visitor of OTSL, if the company member is suspected of involvement in the injury, present during the injury, or personally injured;
  - d. When a company member is involved in a motor vehicle accident occurring while conducting OTSL business, regardless of whether the individual is

driving a Company-owned or leased vehicle or a privately-owned vehicle, and regardless of what driver is at fault; and

2. A company member who has a “positive” result on a test administered pursuant to this policy, but whose seasonal engagement is not terminated may be retested by OTSL at periodic intervals, as determined by OTSL. If a company member tests “positive” on any retest or refuses to promptly submit to a test in a fully cooperative manner, including signing any required forms, the individual may be subject to termination of his or her seasonal engagement.
3. A company member’s refusal to submit to a requested test will be treated as a positive result.
4. Testing will occur at a licensed or certified facility designated by OTSL in the method and manner deemed most appropriate to the circumstances by the facility. OTSL will endeavor to keep the results of any such testing limited to the individuals with OTSL necessary to make a determination about the consequence of a positive result.

*Use of Prescribed Drugs and Over the Counter Medications:*

Certain prescription drugs may produce changes in persons that might indicate intoxication or illegal drug use and could result in a “positive” result on a substance abuse screening test. Company members may continue to work for OTSL while taking prescription drugs at the direction of a doctor or non-prescription drugs used for purposes and in the manner intended, provided the medication does not adversely affect the individual’s ability to perform his or her work in a safe and effective manner. Each person is responsible for being aware of and following all cautions associated with the use of prescription or non-prescription drugs. If any prescription or non-prescription drugs being taken by company member could have side effects which affect the employee’s job performance, the employee must advise his or her supervisor of the potential side effects. OTSL may require confirmation from a health care provider. Subject to applicable law, OTSL reserves the right to determine whether an individual who is receiving legal medication should be allowed to continue working during his or her treatment due to safety and/or performance problems that arise from certain legal drug use.

*Reporting Requirements:*

During the term of their seasonal engagement, company members must notify OTSL within five days of any arrest, conviction, or entry of a guilty plea resulting in incarceration or probation under any criminal drug statute, law, regulation, or ordinance. Failure to report an arrest, conviction, or guilty plea may result in disciplinary action up to an including termination of the seasonal engagement.

*Voluntary Reporting:*

If a company member voluntarily reports a substance abuse problem before any circumstances warranting testing and/or disciplinary action occurs, the individual may request leave time or a leave of absence under appropriate Company leave policies for a period not to exceed twelve weeks unless required under applicable law. An extension of the leave may be granted, within the exclusive discretion of OTSL. The cost and expenses of any treatment or counseling program will be the sole responsibility of the company member, subject to benefits available, if any, under any applicable employee benefit program. OTSL may request certification that the employee has continued in treatment during the granted leave period. If the company member does not continue the treatment recommended by the relevant healthcare professional during the granted leave, the individual will be subject to disciplinary action up to and including termination of the seasonal engagement. Any person who does not fully comply with OTSL requirements for a leave that is granted may be subject to termination of employment. Company members who return to work following such voluntary treatment may be tested periodically by OTSL to ensure that they stay drug-free. If they subsequently have a positive test for controlled substances, they will be subject to termination of the seasonal engagement.

*Use, Possession, and/or Sale of Illegal Drugs During Non-working Time:*

Off-the-job illegal drug use, possession, sale, or other such activity could adversely affect a person's job performance, jeopardize the safety of other company members, and jeopardize OTSL equipment, property, and reputation, as well as endanger the general public. Accordingly, such off-the-job conduct or activity may be deemed a violation of this policy and could result in disciplinary action, up to and including termination of the seasonal engagement.

*Workplace Searches and Inspections:*

To help ensure a safe and healthy work environment and to accomplish the objectives of this policy, OTSL reserves the right to condition entry upon OTSL premises, including any parking areas and all grounds and work areas to which OTSL company members are assigned, upon OTSL's right to search the person and personal property of any entrant before entry or any time while on the premises or in work areas. Such search or inspection will be limited to the purpose of identifying illegal and unauthorized drugs, drug paraphernalia, controlled substances, and unauthorized weapons. Such searches or inspections may include but are not limited to tool boxes, lunch kits and purses, lockers, desks, or other property under the control of the company member. Refusal to permit a search may subject that individual to discipline up to and including termination of the seasonal engagement. Searches and inspections will be performed with concern for the individual's privacy, dignity and confidentiality. However, company members have no expectation of privacy in the areas identified in this provision. Discovery of any



illegal items may result in law enforcement authorities being advised in this regard consistent with the law.

G. No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Opera Theatre of Saint Louis machinery, equipment or vehicles for work-related purposes or while engaged in Opera Theatre of Saint Louis business off premises is forbidden except where expressly authorized by Opera Theatre of Saint Louis and permitted by state and local laws. This policy applies to all company members, including but not limited to, those who have a valid permit to carry a firearm.

Company members who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to your supervisor immediately.

Violations of this policy will result in disciplinary action up to and including termination of the seasonal engagement.

H. Use of OTSL Vehicles

Opera Theatre vehicles are to be used for OTSL business only. Any person driving an Opera Theatre vehicle on company business must have a valid driver's license on file with Opera Theatre and with its insurance carrier. Any individual operating an Opera Theatre vehicle must do so in a safe manner and in conformity with all highway and traffic safety laws. Any individual found to be operating an Opera Theatre vehicle under the influence of drugs or alcohol in an unsafe or negligent manner will be immediately subject to termination of the seasonal engagement.

Opera Theatre is not responsible for fines incurred by individuals while driving a vehicle owned or rented by Opera Theatre, or while driving their own vehicle while on Opera Theatre business. Individuals are responsible for reporting any accidents, no matter how minor, to the police before leaving the scene of the accident and as soon as possible to the Production Manager or the Artistic Coordinator.

OTSL provides car insurance for all vehicles it owns or rents. If your contract states OTSL will furnish you with a rental car, then Opera Theatre's car insurance will apply to you. It is understood that you will bear the expense of gasoline costs, as well as, in the event of any automobile accident, the first five hundred dollars (\$500.00) of collision/comprehensive expense which is not covered by insurance. If you are renting a car on your own accord, Opera Theatre's insurance will not cover you. If you are driving your own car on Opera Theatre business, our insurance will not cover you. Individuals driving their own cars on Opera Theatre business may be eligible for mileage reimbursement at the current federal rate. Commuting miles between Opera Theatre and your local residence are not eligible for reimbursement.

If your contract states Opera Theatre will furnish you with a rental car for your engagement, then it is understood that you are the only authorized driver of the vehicle covered by Opera Theatre of Saint Louis rental car insurance. If your spouse/significant other will be driving the vehicle even once, s/he must present to OTSL/Enterprise Rent-A-Car, in advance of your arrival in St. Louis, copies of a valid driver's license and proof of insurance (or purchase insurance from Enterprise Rent-A-Car). Thereafter, in the event of an accident, if your spouse/significant other is driving s/he will bear all financial responsibility by way of either personal insurance or Enterprise Rent-A-Car insurance.

\*If insurance is to be purchased from Enterprise for a spouse/significant other after the initial pick up of the rental car, then the vehicle must be returned to any Enterprise location for an inspection before insurance can be purchased from Enterprise.

I. Seatbelt, Cell Phone, and Driving Policy

Consistent with our commitment to the health and safety of our team members and the general public, OTSL recognizes that vehicle crashes are the number one cause of workplace fatalities. Distracted driving takes both the driver's eyes and concentration off the road and causes preventable accidents that could result in civil or criminal liability. To minimize this risk, company members are required to minimize all distractions while driving on company business.

Accordingly, the following is OTSL's policy for situations in which you operate an OTSL-owned vehicle, or operate your vehicle while on OTSL business:

**Do not use cell phones while driving or stopped at a light.** This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, using websites or apps, and reading or responding to e-mails, instant messages, or text messages.

- If you need to use your phone, pull over at the earliest opportunity and place the vehicle in park.
- Hands-free devices are an acceptable option if it is absolutely necessary to take a brief call while driving. However, even hands-free phone conversations are distracting while driving and extreme caution must be used if this is done.

If you need to get or verify directions while driving, pull the vehicle over to the side of the road and place the vehicle in park before doing so. This does not apply to use of electronic devices that provide audible directions information, unless you need to enter or change data in the device; in that case, pull the vehicle over to the side of the road and place the vehicle in park before doing so.

If possible, make all settings to seats, mirrors, radio and heat/ air conditioning prior to using the vehicle. Making adjustments to these vehicle components while driving can cause distracted driving.

If driving an OTSL-owned vehicle, report all vehicle maintenance needs or hazards when you return the vehicle. Unaddressed maintenance needs or vehicle hazards can create distractions for subsequent drivers.

Use of seat belts is required by law. All company members who drive or ride in any vehicle on OTSL-related business are required to use their seat belts, including in the back seat. Wearing your seatbelt can reduce your risk of dying in a traffic accident by 45 percent in a car and as much as 60 percent in a truck or SUV. In the event of an injury, failure to comply with the Seat Belt usage policy could result in a reduction in workers compensation benefits under Missouri law.

Failure to comply with this policy could result in disciplinary action up to and including termination of the seasonal engagement.

#### J. Workers' Compensation

Opera Theatre provides a comprehensive workers compensation insurance program to our workforce. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your work that require medical, surgical or hospital treatment.

It is very important that you tell your supervisor about any work-related injury or illness, regardless of how minor it might seem at the time. Any supervisor receiving such a report must contact the Accountant immediately. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and allows Opera Theatre to investigate the matter promptly.

Workers compensation covers only work-related injuries and illnesses. Opera Theatre's insurance carrier will likely object to payment of workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity sponsored by Opera Theatre.

### **Section VII – ACCESS CARDS**

Depending on their responsibilities, certain artists and company members will be issued a card allowing them access to the Sally S. Levy Opera Center. The card will be coded to allow access only to certain areas of the Opera Center. All cards must be returned to OTSL before you leave at the end of the season. If you are unable to produce the card, a \$10 replacement fee will be charged. If you lose your card, please notify your supervisor or stage management as soon as possible so that the lost card can

be canceled. Please remember to bring your access card with you to rehearsal. Do not prop doors open in the Opera Center as this may set off an alarm to the monitoring station.

### **Section VIII - THE TENT IN THE GARDEN**

“The Tent” is a popular feature of Opera Theatre. The concession area is open before and after each performance, and the setting is perfect for pre-performance picnics. You may order picnic dinners from the company caterer through the Box Office, or you may bring your own. If you wish to order a picnic from our caterer, the Box Office must receive your order by 4:00 p.m. on the day before a performance; you can pick up your order in the theater lobby two hours before curtain time. There is no staff discount on picnic dinners.

One of the primary purposes of the “The Tent” is to afford an opportunity for patrons to mingle with company members in a relaxed atmosphere. Please follow a few guidelines to help maximize everyone’s enjoyment of “the tent scene”:

1. Anyone who wishes to schedule a private or departmental party before, during, or after a performance must clear the date and time with the Development Manager of Special Events, Cameron James. Please do this as soon as possible to avoid any possible conflicts. Cameron can be reached at 314.963.4223.
2. All private or departmental parties must take place in the small tent. Jamming tables together in the large tent or on the veranda blocks the flow of traffic and restricts access for our guests.
3. The person or department holding a private party or departmental meeting assumes the responsibility of cleaning up after they are finished. Please be mindful that this includes putting tables and chairs back the way you found them, properly disposing of all trash, mopping up any spills, etc.

### **Section IX - BOUTIQUE AND CONCESSIONS**

OTSL company members will receive a 10% discount on most Boutique merchandise. In order to receive your discount, please identify yourself as an OTSL company member to the boutique volunteer at the time of purchase. Unfortunately, no discounts can be applied to purchases after the sale is final.

**In an effort to encourage mingling with colleagues and the audience at the tent, Opera Theatre will distribute complimentary concession coupons to all seasonal company members for opening night performances.**

Orchestra members will receive their tickets directly from the St. Louis Symphony management. These tickets will expire at the end of the season. Concession coupons cannot be used as tips and are for single item purchase only; they may not be grouped together to purchase whole bottles of wine.

## **Section X – COMPLIMENTARY TICKET POLICY**

### A. Performances

COMPLIMENTARY TICKETS: **Conductors, Directors, Designers, and Principal Singers** are entitled to one ticket for one performance of each production in which they are involved. **Artists' Managers** are entitled to one ticket for one performance of any production in which their Artists appear; all other tickets must be purchased. *Artists: Please advise your managers to contact Paul Kilmer directly as soon as possible to obtain complimentary tickets to avoid disappointment.* ALL other requests for comps will be handled by Kara Koverman, Associate Director for Audience Services, 314.963.4270 or [kkoverman@opera-stl.org](mailto:kkoverman@opera-stl.org).

**Any company member** may request one complimentary ticket per performance, starting four hours before curtain on the day of each performance for personal use or for use by a spouse or partner. These seating requests are filled on a first-come first-served basis and are subject to seating availability. The Opera Theatre Marketing Department will specify dates, prior to the start of the season, for select performances when two or more gratis list tickets will be available to artists. These additional gratis list tickets will also be available on a first-come first-served basis.

### B. First Orchestra Dress Rehearsals

Because they are not specifically entitled to complimentary tickets (except as indicated in Section X-A above), **Gerdine Young Artists, Richard Gaddes Festival Artists, Dancers, Children's Chorus, Assistant Directors, Music Staff, Stage Management, Supernumeraries, and Crews**, may invite a spouse or one family member to the **first orchestra dress rehearsal** of productions in which they are involved. Availability is limited and will be given on a first-come-first-served basis. Please do not invite your friends: attendance at dress rehearsals is a privilege for OTSL's major contributors, and they are not open to the public. *(Like every other opera company, we need to sell tickets!)* **All members of the company** may also reserve passes for themselves for the **first** orchestra dress of any production in which they are not performing. The first orchestra dress rehearsal schedule is listed on the final pages of this document.

Passes are required for admission to all orchestra dress rehearsals, so please reserve a pass for your guest prior to the dress rehearsal. **All members of the company and staff** may also reserve passes for themselves for the **first** orchestra dress of any production in which they are not performing. All requests should be directed to the box office **314.961.0644**. Without a pass you will be unable to attend the performance.

### C. Final Orchestra Dress Rehearsals

Final Dress Rehearsals are not open to the general public. Opera Theatre issues rehearsal passes to community service organizations and to our major contributors. Seating space is limited at all final dress rehearsals. The value of dress rehearsal passes as a donor benefit will be maintained if the dates of the final dress rehearsals are not public knowledge; your discretion is appreciated.

**NO ONE WILL BE ADMITTED TO ORCHESTRA DRESS REHEARSALS WITHOUT A PASS.**

### Section XI - SINGLE TICKET PURCHASES

**SINGLE TICKET PURCHASES:** To guarantee specific seat locations, artists are encouraged to PURCHASE ADDITIONAL TICKETS for family, friends, etc. The artist discount rate is 25% off the price of full priced tickets in Sections I and II, and 50% off the price of a full priced ticket in Sections III and IV. (As the scaling of the house varies for the *Center Stage* concert, for this performance, the artist discount rate is 25% off in the \$60 seating section.) Discounted tickets are not available for purchase in Section V. Please note that no more than four tickets per performance can be purchased at this special discounted rate. Please contact the box office at **314.961.0644**, or online [experienceopera.org](http://experienceopera.org) with promo code **18STAFF** or email Kara Koverman at [kkoverman@opera-stl.org](mailto:kkoverman@opera-stl.org) to make special arrangements. Tickets can be charged to Mastercard, Visa, Amex, or Discover. Although we can never guarantee ticket availability, the sooner you call, the better.

*Please note you are welcome to share your company discount with friends and family so that they can attend, but we ask you to **refrain from sharing the promotional code in larger public forums or in public posts on social media.** OTSL company members receive the deepest discount on tickets available, and we want to ensure that the discount is not used more broadly than intended.*

Should you have any further questions, please feel free to call Kara Koverman at 314.963.4270. She will be happy to assist you.

### Section XII - HOUSING ETIQUETTE

In many cases, Opera Theatre provides, in total or in part, housing accommodations for our out of town seasonal company members. In many cases, members of the company are housed with patrons or with other company members. Under these circumstances, friends and family or other out-of-town guests **MAY NOT** stay with the company member in Opera Theatre provided housing. Out of respect for your hosts and/or roommates, all out of town guests must be housed in a hotel or other venue not affiliated with Opera Theatre.

Company members are personally responsible for their own long distance telephone charges. If living in Opera Theatre arranged housing or with a patron, company members **must** use a calling card or personal cell phone for any long distance calls. Packages also may not be mailed or shipped at the expense of Opera Theatre. If any fees are incurred for OTSL or any host, you will be charged for them.

Any problems associated with Opera Theatre housing must be reported to the Artistic Coordinator or Production Manager as soon as possible. We will do our best to rectify any problem with discretion. However, if you do not notify us of a problem, we cannot fix it. Please keep in mind that we want you to be comfortable in your housing. If you are not, we want to know!

Please remember to leave your apartment in its original condition. Any charges billed by the apartment complex for damages incurred during your stay will be billed to you.

At the time we become aware that personal expenses have been incurred and charged to Opera Theatre accounts or to patrons, we will request a valid credit card against which to charge those expenses, plus 3% to cover processing fees.

### **Section XIII – DAILY SCHEDULE**

A schedule detailing times and locations of rehearsals, coachings, costume fittings, special events, and van pickups will be distributed daily. It will be distributed between 5:30 p.m. and 7:00 p.m. via e-mail and will also be posted at the front desk in the office, all rehearsal hall call boards, and the Garden Apartments. If for some reason you do not or are unable to receive an e-mail copy, please contact the Opera Theatre office, 314.961.0171, to obtain the necessary information via our “schedule hotline.” With a touchtone phone you can obtain up-to-the-minute schedule information 24 hours per day in our “voice mail” system. To obtain information please dial the Opera Theatre office number 314.961.0171 and ask for the appropriate show extension. *Show extensions are listed on the final pages of this document.* **Be sure to listen to the entire message, as coachings and costume fittings are listed at the end of each day’s schedule.** The voice mail boxes are also updated each day for the next day’s schedule between 5:30 p.m. and 7:00 p.m.

### **Section XIV – VAN SCHEDULE**

#### A. Chase Park Plaza and MetroLofts Residents:

Opera Theatre will provide van service for artists and production teams who are without access to vehicles. There are designated locations where the van will pick up/drop off riders. Transportation will be provided for rehearsals, performance calls, weekly trips to Schnucks (a local grocery store), and a trip to Target and Trader Joe’s every other week.

The company van will arrive and depart at the times specified on the Opera Theatre daily schedule. Please be punctual in meeting the van as the driver is required to maintain a precise schedule. Please note that the company van is *NOT* a hotel courtesy van. Due to the complexity of the schedule, the company van driver will NOT be available to take any artists on personal errands. Please do not cause the driver the embarrassment of having to refuse such a request.

*Chase-Park Plaza pick up location:* Just after the awning/apartment valet location on the Maryland Avenue side of the Chase Park Plaza (across from Straub’s).

*Metrolofts pick up location:* On the Forest Park Ave side of the Metrolofts buildings, in front of the Panera Bread Co; directly after the parking meters, but before the bus stop.

B. Garden Apartment Residents:

The Garden Apartment residents are expected to walk to and from all rehearsals and performances that occur in the Sally S. Levy Opera Center or the Loretto-Hilton Center. The apartment building is located approximately 0.4 mile from the Sally S. Levy Opera Center and approximately 0.3 mile from the Loretto-Hilton Center and is considered to be “on campus”. For any “off campus” rehearsal or performance needs, Opera Theatre will provide van service for artists and production teams who are without access to vehicles. There are designated locations where the van will pick up/drop off riders.

The company van will arrive and depart at the times specified on the Opera Theatre daily schedule. Please be punctual in meeting the van as the driver is required to maintain a precise schedule. Please note that the company van is *NOT* a hotel courtesy van. Due to the complexity of the schedule, the company van driver will NOT be available to take any artists on personal errands. Please do not cause the driver the embarrassment of having to refuse such a request.

Transportation will be provided for weekly trips to Schnuck’s (a local grocery store) and a trip to Target and Trader Joe’s every other week.

*Garden Apartment pick up location:* The parking lot for the Garden Apartments.

C. Webster Village Apartment Residents:

Depending on the residents’ arrival date, most Webster Village Apartment residents will begin their stay in a patron housing situation that requires access to a vehicle. While in a patron housing situation, it is the individual resident’s responsibility to provide a personal vehicle, carpool with another artist, or rent a vehicle at their own expense.

Once moved into the Webster Village Apartments, the Webster Village Apartment residents are expected to walk to and from all rehearsals and performances that occur in the Sally S. Levy Opera Center or the Loretto-Hilton Center. The apartment buildings are located approximately 0.1 mile from the Sally S. Levy Opera Center and approximately 0.05 mile from the Loretto-Hilton Center and are considered to be “on campus”. For any “off campus” rehearsal or performance needs, Opera Theatre will provide van service for artists and production teams who are without access to vehicles. There are designated locations where the van will pick up/drop off riders.

The company van will arrive and depart at the times specified on the Opera Theatre daily schedule. Please be punctual in meeting the van as the driver is required to maintain a precise schedule. Please note that the company van is *NOT* a hotel courtesy van. Due to the complexity of the schedule, the company van driver will NOT be available to take



any artists on personal errands. Please do not cause the driver the embarrassment of having to refuse such a request.

Transportation will be provided for weekly trips to Schnucks (a local grocery store) and a trip to Target and Trader Joe's every other week.

*Webster Village Apartment pick up location:* The parking lot for the Webster Village Apartments.

D. Patron Housing Situations and Other Corporate Housing Apartment residents:

Residents in patron housing and other corporate housing apartments are expected to provide their own transportation for rehearsals, performances and weekly grocery shopping, which requires that they have access to a vehicle. While in a patron housing situation or alternative corporate housing apartment, it is the individual resident's responsibility to provide a personal vehicle, carpool with another artist, or rent a vehicle at their own expense.

**Section XV – WIRELESS INTERNET AT SALLY S. LEVY OPERA CENTER**

SSID: OTSL\_GUEST

No password is needed to utilize this free wireless internet.

**Section XVI – SAFETY INSTRUCTIONS**

Opera Theatre of Saint Louis is committed to providing a safe work environment. Every company member is expected to take safety matters seriously, and work in a safe method using common sense and good judgment. Safety precautions help keep you AND your fellow company members safe. If you are unsure about a safety situation, then please **ask** your supervisor or stage manager.

The safety instructions on the following pages apply to all company members. Some departments may issue further safety instructions.

# Emergency Exits and Egress



## Plan For An Emergency

- Know the alarm sounds or codes.



- Know how to respond.
  - Respond to the scene
  - Evacuate the building
  - Shelter in Place

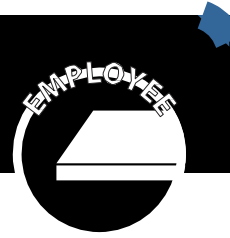


- Where is the nearest exit to your work area? *It may not be the door you use every day!*



- Know where to go.

# Slips, Trips, and Falls



## Hazard Solutions



- Keep floors clean and dry.
- Keep aisles and passageways clear and in good repair.
- Provide warning signs for wet floor areas.
- Use electrical outlets in floors or ceilings instead of wall outlets.
- Maintain dry standing places and proper drainage.
- Keep work areas clean, orderly, and in a sanitary condition.
- Keep exits free from obstruction.



# Back Safety



## General Information

Assess the tasks and activities to be performed. Remember the benefits of good body mechanics.

- Use good lifting principles, especially when reaching, twisting, and lifting from heights and awkward angles.
- Use the “power zone” (the area between your upper chest and lower thighs) to move loads safely.
- Always ask yourself:
  - What tools can I use?
  - What should I **not** do?
- Stretch and exercise your back regularly.



# Bloodborne Pathogens



## Employee Information

- Wear protective equipment when there is a potential of coming in contact with blood or body fluids.



- Protective equipment includes gloves, goggles or safety glasses, and protective clothing, such as lab coats.

- Dispose of contaminated materials in the proper containers.

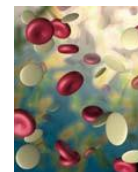


- Attend Bloodborne Pathogens awareness training at least once each year.



- If you are involved with an exposure or injury, notify your supervisor. They have specific records they must keep.

- Clean up spills of blood or body fluids promptly so they do not contaminate the area, equipment or other people.



Section I. B. Addendum: Meet the Opera Theatre Staff: “Who’s Who in the OTSL Office”

The main line of the office is 314-961-0171; you may also directly dial staff at 314-963-4 plus the extension listed below. E-mail addresses are the [first initial and full lastname@opera-stl.org](mailto:first_initial_and_full_lastname@opera-stl.org).

<b>GENERAL DIRECTOR</b> Timothy O’Leary	x 237	<b>DIGITAL MEDIA AND DATABASE MANAGER</b> TBD	x 292
<b>MUSIC DIRECTOR</b> Stephen Lord	<a href="mailto:stephenlord9@gmail.com">stephenlord9@gmail.com</a>	<b>PUBLIC RELATIONS COORDINATOR</b> Kelsey Nickerson	x 296
<b>ARTISTIC DIRECTOR</b> James Robinson	<a href="mailto:jdamrob@mac.com">jdamrob@mac.com</a>	<b>PR AND MARKETING INTERN</b> TBD	x 291
<b>DIRECTOR OF ARTISTIC ADMINISTRATION</b> Paul Kilmer	x 243	<b>GRAPHICS AND MEDIA INTERN</b> TBD	x 295
<b>MANAGER OF ARTISTIC OPERATIONS</b> Stephanie Nigus	x 245	<b>BOX OFFICE MANAGER</b> Kara Koverman	x 270
<b>ARTISTIC COORDINATOR</b> Madalyn Mentor	x 246	<b>ASSISTANT BOX OFFICE MANAGER</b> Sally Kurt	x 271
<b>ARTISTIC ADMINISTRATION INTERN</b> Robert Mellon	x 242	<b>DIRECTOR OF EDUCATION AND COMMUNITY ENGAGEMENT</b> Allison Felter	x 250
<b>CHORUS MASTER</b> Cary John Franklin		<b>EDUCATION AND COMMUNITY ENGAGEMENT COORDINATOR</b> Mia DeJong	x 251
<b>DIRECTOR OF DEVELOPMENT</b> Nicole Ambos Freber	x 222	<b>MANAGER OF COMMUNITY EVENTS AND ENGAGEMENT</b> Robert McNichols, Jr.	x 253
<b>ASSISTANT DIRECTOR OF DEVELOPMENT</b> Caron House	x 224	<b>EDUCATION INTERN</b> Anna Kay	x 252
<b>MANAGER OF SPECIAL EVENTS</b> Cameron James	x 223	<b>DIRECTOR OF FINANCE</b> Mary Ip	x 280
<b>ASSOCIATE DIRECTOR FOR STRATEGY AND ORGANIZATIONAL DEVELOPMENT</b> Michelle Myers	x 226	<b>ACCOUNTING MANAGER</b> Barry Rowold	x 283
<b>MEMBERSHIP &amp; DEVELOPMENT OPERATIONS MANAGER</b> Stacey Bregenzer	x 228	<b>STAFF ACCOUNTANT</b> Sharon Ackermann	x 281
<b>DEVELOPMENT ASSOCIATE</b> Kaitlyn Neel	x 229	<b>ACCOUNTS COORDINATOR</b> Peggy Brooks	x 282
<b>DEVELOPMENT INTERN</b> TBD	x 221	<b>FINANCE INTERN</b> TBD	x 284
<b>PATRON RELATIONS INTERN</b> TBD	x 233	<b>DIRECTOR OF PRODUCTION AND OPERATIONS</b> Stephen Ryan	x 261
<b>EXECUTIVE ASSISTANT TO THE GENERAL DIRECTOR</b> Erin Ryan	x 235	<b>TECHNICAL DIRECTOR</b> Hans Fredrickson	x 262
<b>RECEPTIONIST</b> Lucie Garnett	x 201	<b>OPERATIONS MANAGER</b> Eric Woolsey	x 231
<b>DIRECTOR OF MARKETING AND PR</b> Joe Gfaller	x 293	<b>PRODUCTION AND OPERATIONS PERSONNEL MANAGER</b> Vonetta Flowers	x 260
<b>NATIONAL PR CONSULTANT</b> Maggie Stearns	x 290	<b>COSTUME SHOP MANAGER</b> Stacy Harris	x 263
<b>PUBLICATIONS AND BRAND MANAGER</b> Anh Le	x 294	<b>PRODUCTION AND OPERATIONS BUSINESS MANAGER</b> Kendra Henry	x 264
		<b>PHOTOGRAPHER</b> Ken Howard	x 269

Section X. B. (p 19) Addendum: **First Orchestra Dress Rehearsal Dates:**

All first orchestra dress rehearsals will begin at 12:00 p.m.

<i>La traviata</i>	Tuesday, 12 May
<i>Regina</i>	Tuesday, 22 May
<i>An American Soldier</i>	Tuesday, 29 May
<i>Orfeo &amp; Euridice</i>	Tuesday, 5 June

Section XIII (p 20-21) Addendum: **Schedule Hotline Extensions**

To obtain schedule information please dial the Opera Theatre office number (314-961-0171) and ask for the appropriate show extension.

<i>La traviata</i>	x 450
<i>Regina</i>	x 460
<i>An American Soldier</i>	x 470
<i>Orfeo &amp; Euridice</i>	x 480
Van schedule	x 490





Our insurance providers require that we show evidence that our policies have been comprehensively distributed to all those individuals engaged or employed by OTSL. Please provide such by signing the following acknowledgement form and returning it to Stephanie Nigus, Manager of Artistic Operations, or to Vonetta Flowers, Production Manager, or to Mary Ip, Director of Finance.

## **ACKNOWLEDGMENT**

(APPENDIX A)

I hereby acknowledge receipt of OTSL's Standards of Conduct, Sexual Harassment, Smoking, Workplace Violence, Drug-free Workplace, No Weapons in the Workplace, Use of Company Vehicles, and Seat Belt, Cell Phone and Company Driving policies. I have read and understand these policies. I agree to abide by these policies and understand that failure to comply with these policies could result in disciplinary action up to and including termination of my engagement.

I understand that refusal to submit to any drug testing required by the Drug-free Workplace policy or a positive test result is grounds for disciplinary action up to and including termination of my engagement. Furthermore, I authorize the release of the test results to OTSL, and/or on post-accident tests, OTSL's workers' compensation insurance carrier, and I understand that refusal to release these results is grounds for disciplinary action up to and including termination of my engagement. I understand that if I test positive for drug or alcohol following an on-the-job accident, I may be ineligible for workers' compensation benefits or have benefits reduced by 50% as allowed by Missouri law.

I recognize that OTSL's policies as stated above do not constitute an expressed or implied contract regarding my engagement.

I have read and understand these policies and will abide by them as a condition of my engagement.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_