



CHORUS HANDBOOK

2023 – 2024 SEASON



LOS ANGELES OPERA

135 N GRAND AVENUE,
LOS ANGELES, CA, 90012

OCTOBER 2023



OUR VISION

An engaged and enlightened community in which all members have the opportunity to collectively enjoy the rich aesthetic, emotional, intellectual and cultural experience of opera.

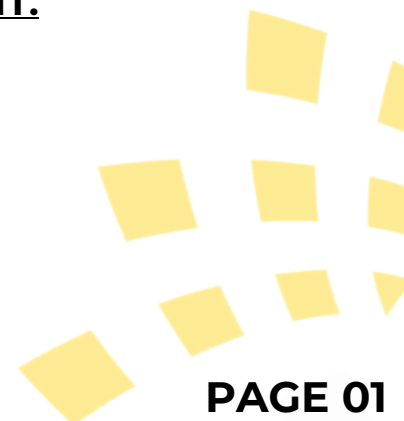
OUR MISSION

To serve the public by producing world-class opera that preserves, promotes and advances the art form while embodying the diversity, pioneering spirit and artistic sensibility unique to Los Angeles.



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WELCOME TO LOS ANGELES OPERA!

Please read through this handbook as it contains important information regarding your role as a chorus member, as well as company protocols and general guidelines regarding maintaining health and safety during rehearsals and performances.

The LA Opera Production Department is your main point of contact should you need any assistance of an administrative nature, which includes questions about parking, payroll, time-off requests etc. Please save contact information for both **Michelle Magaldi** and **Jasna Gara** and don't hesitate to reach out when you have any questions. Production department will also be available during rehearsals and performances:

Michelle Magaldi
Production Director
mmagaldi@laopera.org
cell: 310-869-8876

Jasna Gara
Production Manager
jgara@laopera.org
cell: 617-637-5246

To report discrimination, harassment, bullying, or other unacceptable workplace behavior, you may use any of the following avenues:

Human Resources (VP of HR Jill Boyd)

jboyd@laopera.org,
cell: 970-581-5693

LA Opera's Misconduct Reporting Hotline (*administered by a third party*)

1-833-573-1736 - to make a hotline report via phone
laopera.ethicspoint.com - to make a hotline report online
Through the hotline, you have the option to remain anonymous.

AGMA Anti-Sexual Harassment Policy & Information Portal

If you have personally experienced or witnessed harassment or discrimination of any kind, you can alert AGMA by reporting claims to reporting@musicalartists.org

Stage Managers and Assistant Stage Managers (your fellow AGMA members), as well as your AGMA delegates, are also there to support you during rehearsals and performances.

Thank you,
LA Opera Production Department



RESPECT IN THE WORKPLACE

The outlined is a selection of policies which have been ratified in the Collective Bargaining Agreement (CBA) between LA Opera and AGMA to ensure respect in the workplace. You can learn more by obtaining a copy of the CBA.

Mutual Respect

Artists subscribe to and will energetically support Company's vision of producing opera and other musical works of world-class quality. They also understand Company's need for artistic, creative, and operational flexibility, and for punctuality and cooperation on Artists' part. Company, in turn, recognizes the Artists' invaluable contribution to its work, and understands their need to be treated with trust, sensitivity and courtesy, even when differences of opinion arise. Company will use its best efforts to ensure that all those with authority over Artists from time to time, including directors, conductors, and choreographers, understand and observe the terms of the Collective Bargaining Agreement, and Company will further make best efforts to intervene should breaches of these terms occur. Similarly, AGMA will exert best efforts to ensure that all Artists understand and observe the terms of the Collective Bargaining Agreement, and will make best efforts to intervene, to the full extent of their authority, should breaches of these terms occur.

Code of Conduct:

Please reference the CBA for full Code of Conduct policy.

Equity, Diversity, Inclusion, and Belonging

AGMA and the Company share a commitment to fostering an inclusive and welcoming work environment in which all are provided fair and equitable treatment and access to opportunities, and diverse perspectives are respected and celebrated. The parties also share a commitment to increasing diversity and representation in the Company and industry through training and hiring of Artists and employees from groups underrepresented in the field.

Training

The Company asks for all Artists to participate in training that the Company requires on any topic, including workplace harassment, bullying, discrimination, bias, workplace safety, and any other topic the Company deems appropriate. The parties acknowledge the importance of the completion of scheduled paid training, and that accountability for Artists who disregard training requirements is a shared responsibility between the Union and the Company. Any Artist's failure to comply with training requirements will be discussed with the Union and may be a consideration in the Company's evaluation of that Artist's future employment with the Company.

Pronouns

Our Company is committed to proactively fostering an inclusive environment with regards to gender, gender identity, and gender expression. Please contact the Production Manager or Human Resources to discuss updating Company records related to pronouns/names or to discuss any questions or concerns related to restroom and dressing room facilities.

**LA Opera and AGMA Collective Bargaining Agreement
can be found on AGMA's website (login required)
or by emailing LA Opera's Production Department**



AMERICAN GUILD OF MUSICAL ARTISTS (AGMA)

Membership

All choristers, dancers, principals, directors, choreographers and production staff hired by Los Angeles Opera are required to be members in good standing with the American Guild of Musical Artists (AGMA). Payment of AGMA initiation fees and dues is mandatory. Member status is checked at the beginning of each production's rehearsal period – any artist that is not in good standing will be given a grace period of a few days to contact AGMA; failure to do so could result in dismissal from the production. Please note that AGMA staff and leadership is the best resource of information for you. At the bottom of this page, you will find a list with contact information of AGMA staff and leadership.

Delegates

Delegates are elected, and are paid a stipend by the Company, to act as liaison between Artists, the Company and AGMA. Delegates are responsible for reporting violations of the CBA and bringing matters of safety to the attention of both the company and AGMA. Most productions have 2 AGMA Chorus Delegates, and elections occur prior to the first chorus music rehearsal for each production. Any active chorus member of the production in which a delegate is being elected, is eligible to run. If you are interested in becoming a delegate, please use contact information from the bottom of this page to contact your AGMA leaders.

Liaison Committee

Liaison Committee is a group of your colleagues who meet with Company Management on a regular basis to discuss current/relevant issues. The 2023/24 Season Liaison Committee members have been elected and are: Adam Faruqi, Adriana Manfredi, Charles Lane, Clara Chung, Jennifer Wallace, Scott Levin and Tim Smith. Choristers are encouraged to reach out to the Liaison Committee should they have any questions or concerns.

Area Chair and Committee

The Area Committee (consisting of elected members for the Area in all AGMA categories) meets as needed to discuss and share ideas regarding the improvement of AGMA working conditions for all AGMA members. The Area Chair is also elected by the Area membership. The Area Chair works closely with the Area Representative and is primarily responsible for scheduling and presiding over meetings (including an annual Area meeting).

Board of Governors

The governing body of AGMA is responsible for the final approval of all contracts, management of union funds, and for protecting all members from unfair or unsafe practices and conditions. Any active member in good standing is eligible to run for a seat on the Board. Elections for the Board are held in two-year cycles for four-year terms and elections of all officers are held every four years.

Tracy Jones
Western Executive
tjones@musicalartists.org
Phone: 502-751-8482

Kate Maxed
Western Business Representative
kmaxted@musicalartists.org

Liaison Committee
laoliation@gmail.com

AGMA National Office
www.musicalartists.org, AGMA@MusicalArtists.org,
Phone: 800-543-2462, Fax: 212-262-9088

Jennifer Wallace
Western Region Vice President
jwallaceagma@gmail.com
Phone: 562-659-5202



GENERAL INFORMATION

Accidents or Emergencies

In the event of an accident, injury, or emergency, notify a member of the Stage Management team and the AGMA Delegate(s), immediately. If you have been injured, you will be provided with an incident report form prior to leaving the premises. LA Opera requires that you file the paperwork regardless of the severity of the injury. It is impermissible for any employee or Artist to be retaliated against for filing a legitimate report of workplace illness or injury.

Animals

The Music Center prohibits employees and visitors from bringing animals into the Music Center buildings. Service animals specifically trained to aid a person with a disability are welcome. Please contact the Production Department should you need to bring a service animal to the Music Center.

Pay and Change of Personal Information

The LA Opera workweek is Monday through Sunday, and pay will be issued no later than five days after the end of the associated workweek. Direct Deposit is available and encouraged. You will receive your paycheck or pay stub via US Mail, unless you opt for the paperless pay stub option through our self-service payroll system. To access paystubs and update your contact information, please login using the online employee portal, Ascentis. If you are having trouble accessing the online employee portal, please contact the Production Manager.

Ascentis Self-Service Payroll System:
<https://selfservice.ascentis.com/LAOpera>

Communication Policy

You will be contacted primarily through email with notifications of schedule changes and other announcements.

Guests

Guests are not permitted at rehearsals. You may receive visitors outside the building after performances and the final dress, only after you are out of costume, wigs and makeup. Guests are never to be in dressing rooms.

Hazards & Unsafe Conditions

If you see something, say something. Communicating safety concerns is an important part of helping us create a safe working environment for all.

ID Badges

The Production Department will assign you a photo ID Security Badge for the Music Center. Please always enter at the Artist's Entrance (135 N Grand Avenue), swipe your badge and have it visible when in the building unless you are in costume. If you forget your badge, you will be required to sign in at the security desk. If you lose the badge, please notify the Production Manager immediately for a replacement.

Personal Hygiene, Odors & Wearing Scents

Out of courtesy for your colleagues, please arrive to all calls clean and avoid strong scents including, but not limited to: smoke, hairspray, lotions and colognes.

Parking and Transportation

Parking is provided at the Walt Disney Concert Hall (WDCH) underground parking garage, with entrances on 2nd Street between Grand Avenue and Hope Street, and Lower Grand. You will be issued an access card that should be swiped both on the way in and out of the garage (unless the gates are up). The garage hours are from 6am-midnight Monday through Friday, and 7am-midnight on Saturday and Sunday. Overnight parking is not allowed. If you are exiting after hours, and the gate is closed, you can call Security at 213-972-3525, to open the gate for you. For those artists who do not park using company provided parking, but rather commute via public transit, reimbursements will be issued. Please contact the Production Manager if you need a transit reimbursement.

Reasonable Accommodations

The Company recognizes the importance of creating a workplace that is inclusive and accessible to all, and we are dedicated to making reasonable accommodations to enable qualified individuals with disabilities to perform essential job functions. If you believe you may require a reasonable accommodation due to a disability, please contact the Production Manager or Human Resources to discuss.

Scheduling

Schedules for each production are emailed at the time of hire, whenever there is a change, and prior to the start of rehearsals. They are also posted on the callboard for your convenience. Whenever a rehearsal, or portion of a rehearsal, has been added or rescheduled and you are unavailable, you will be granted an unpaid excused absence if you request it within 5 days of the original notification of the schedule change. You may also find schedules online.

Time-Off Requests

If you need to request time-off, please complete the [Time-Off form](#), provided by LA Opera's Production Department, or email the Production Manager to receive the form link.

Security Escort Available

If, at any time, you would like a Security Escort to walk you to your car, please ask the guard at the DCP Artists Entrance.



MARKETING AND SOCIAL MEDIA POLICY

Recording & Photography Policy

Audio & video recording at auditions, fittings, rehearsals, and performances is **STRICTLY PROHIBITED**. This includes cell phone recordings.

Photographs are permitted only in the hallways or Green Room (on the dressing room level), and may not obstruct working crews or flow of traffic. Please ask your colleagues for their permission prior to photographing them.

Please use good judgement when requesting autographs or photographs from fellow artists, and do not interfere with production or costume, wig and makeup needs. It is inappropriate to involve wardrobe or makeup personnel, production staff or fellow colleagues in requests for an autograph or photograph.

Social Media Policy

LA Opera encourages employee participation in social media activities to build brand awareness and break down barriers regarding opera. You will be emailed social media hashtags and guidelines for each production.

When posting to social media at or about the LA Opera, please consider the following guidelines:

- It is essential that social media activity does not disrupt rehearsals or performances.
- Employee privacy policies and laws must be observed. Ask permission before posting photos, or sharing names of colleagues.
- We ask that no backstage photos be taken or posted on social media that include costumes/makeup/hair design until Final Dress to ensure the looks are established.
- Content must be respectful of LA Opera and our audiences, donors, employees, contractors, and competitors, etc.
- Please do not post anonymously or under the identity of LA Opera, unless specifically asked to such as in the case of Instagram takeovers.
- If you have any questions about what is appropriate, please direct your questions to the Production Manager

LA Opera Social Media Channels:



[@LAOpera](https://www.facebook.com/LAOpera)



[@laopera](https://twitter.com/laopera)



[@laopera](https://www.instagram.com/laopera)



[LAOpera.org](https://www.LAOpera.org)



TICKET POLICY

Final Dress Rehearsal Passes

Dress rehearsals are listed as either restricted or invited. Two complimentary dress rehearsal passes may be distributed for any Invited Final Dress.

Purchasing Discounted Performance Tickets

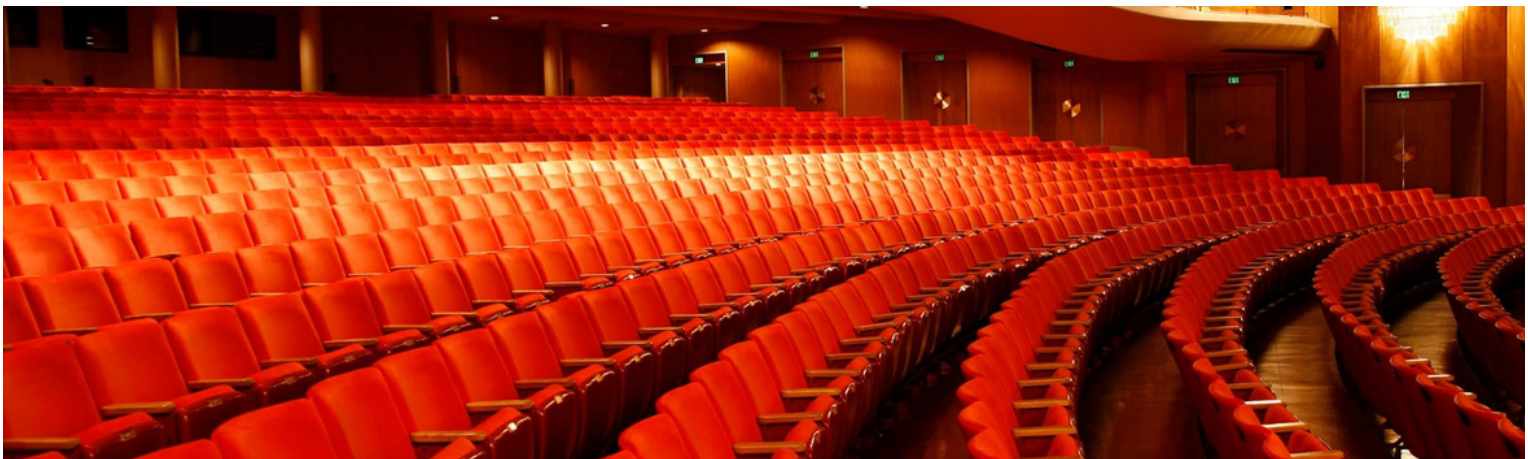
LA Opera offers a 20% employee discount on performance tickets. You must purchase the tickets from the Box Office, either over the phone or in person. When doing so, please notify Box Office staff that you are an LA Opera employee and present your LA Opera Box Office ID number, which is on the back of your badge. If you do not have an ID number, please email the Production Manager.

LA Opera Box Office
213-972-8001
Tue – Sat | 10am – 6pm

Complimentary Performance Tickets – Standby Program

Complimentary standby tickets are given based upon availability starting 2 hours prior to any performance. You may request 1 ticket for a guest and, if you are not working on a show, 1 for yourself. Please only ask for what you are entitled. The box office can place a ticket under will call, if you'd prefer. Lines can be long, so we suggest arriving early. This policy is subject to change at any time.

Access the employee ticket policy [here](#).





FITTINGS

Scheduling Your Fitting

You will be contacted by a costume shop staff member to schedule a fitting for each production for which you're contracted and costumed. When a wig fitting is required, the Wigs & Makeup Department will contact you to schedule it. If you need to call the costume shop, please call this number: **(213) 225-8100**.

Costume Fittings take place at LA Opera Costume Shop. Wig fittings happen in the wig room at the Dorothy Chandler Pavilion. Please arrive on time. If you must cancel or re-schedule a fitting, you should call the Costume Shop or Wig Department directly. Except emergency situations, you must give at least 24 hours' notice to cancel or re-schedule a fitting.

Dress Code

You must wear appropriate, full coverage undergarments to all costume fittings, rehearsals, and performances where costumes are worn. If you do not, your fitting may be canceled.

Personal Hygiene

Please arrive having showered that day and/or following any rigorous activity (a workout, physical labor, etc.) For wig fittings, arrive with clean and dry hair. Please allow no more than two days after shampooing, unless specifically requested by the Wigmaster. Wet hair is not acceptable. This helps the maintenance of costumes.

Parking at the Costume Shop

The LA Opera Costume Shop has its own gated parking lot in front of the building. Parking is provided in the lot. There is also street parking that is not metered on E. 14th Street and on Long Beach Avenue.

Change in Appearance

Before making any changes in appearance (such as hair color or length, nail or eyebrow color, eyelash length etc.) between your costume fitting and dress rehearsals please contact either the Production Manager or the Wigmaster, Samantha Wiener, at 213-972-7495 or swiener@laopera.org. Normal growth, routine trims and color maintenance do not constitute a change.



LA Opera Costume Shop Address
1655 E 14th St, Los Angeles, CA 90021



MUSIC AND STAGING REHEARSALS (REHEARSAL ROOM)

You are responsible for monitoring the progress of rehearsals and performances, being within hearing range of announcements, responding promptly and being prepared for all musical and staging entrances. Please be mindful of the time during breaks and be back in your place when break is over. If you need to leave the rehearsal room for any reason, please let a Stage Manager or Assistant Stage Manager know where you are going.

Dress Code

Please wear clothing and shoes in which you can perform any staging you may be directed to do, including but not limited to sitting, kneeling, and climbing stairs. Shoes must have closed toes and heels during staging rehearsals.

Facilities, Props, Music Stands & Others Property

You are responsible for cleaning up after yourself and leaving rehearsal rooms in clean and orderly condition. Please do not move music stands from the room you find them in to assure your colleagues have what they need to do their job. Please do not handle other people's property including instruments, props and music stands, unless directed or asked to do so. Trash should be disposed of properly and costumes (including shoes and rehearsal pieces) should be hung appropriately.

Props

Please only handle props that have been assigned to you.

Knee Pads

Knee pads are available for staging rehearsals when necessary. They are provided by stage management and must be returned at the end of each rehearsal.

Late Line

If within 24 hours of a rehearsal or performance, you realize you will be, or think you might be absent or late, please call the late line. Please do not call or email the Production Manager directly. The late line is the best way to make sure your message is received. Leave a BREIF message with your name, the production, and the service for which you are calling about and an ETA, if applicable.

Marking & Vocal Health

For your own vocal health, marking in rehearsals is allowed & encouraged when necessary.

Music Stands

For music rehearsals, music stands will be provided. Please do not move music stands from other rehearsal rooms at any point.

Name Tags

Names tags are provided by stage management for Chorus Staging rehearsals. Please wear your name tag around your neck in rehearsal at all times. This helps guest directors know who you are and makes notating blocking much easier for the production staff.

Personal Belongings

Please keep personal belongings to a minimum in the rehearsal room and leave valuables at home. Each member of the chorus will be provided a chair in the warmup room. Your personal items should be stored on or under your chair. LA Opera is not responsible for lost items. The lost and found is located at the Security Desk by the DCP Artists' Entrance.

Rehearsal Costumes

If you are provided rehearsal costumes, stage management will inform you upon your arrival. Please return all pieces and hang if appropriate at the end of rehearsal.

Scores

Musical scores and divisi sheets are provided for each production at the first chorus music rehearsal. At the request of Chorister, a digital copy of a musical score may also be provided, if the Company is permitted to provide digital copies. Please email the Production Manager if you have any questions.

Sign-Ins

Sign-in sheets are posted on the call board 30 minutes before all services. They are the equivalent of timecards and should be treated as such. Your name will be highlighted if you sign in after the posted call time so that the Production Manager can follow-up. Highlighting does not directly result in a penalty. It indicates that further investigation into a tardy or absence is needed. Initial and write the exact time of your arrival. If there are 2 rehearsals scheduled on the same day, you must sign in for each rehearsal.

When signing in please DO NOT:
- Write anything else on the sign-ins.
- Sign in for anyone other than yourself.
- Forget to sign in causing one of your colleagues to look for you.
- Leave the building after signing in.



ONSTAGE REHEARSALS

Backstage Safety

For your safety, only come to stage when you are called, via the paging intercom system. Prior to your *places* call, you should not be onstage. Unless otherwise indicated, Choristers are not permitted in the auditorium during rehearsals. Stay in backstage areas you've been directed to use. As you know, many areas are dimly lit or in darkness, and scenery storage locations will often change, altering the backstage landscape. Please exercise the utmost care when traversing any part of the stage or backstage. Please do not touch any set pieces, stage equipment or props that have not been assigned to you.

Dress Code

When not in costume, closed-toe and closed-heel shoes are required during onstage services, including during the Sitzprobe and offstage singing. You should never be barefoot or in open shoes onstage unless it is required by the costume design. Please wear clothing and shoes in which you can perform any staging you may be directed to do, including but not limited to sitting, kneeling and climbing stairs.

Facilities, Props, Music Stands & Others Property

You are responsible for leaving dressing rooms and performance facilities in clean and orderly condition. Please do not handle others' property including instruments, props and music stands, unless directed or asked to do so. Trash should be disposed of properly, costumes (including rehearsal pieces) should be hung appropriately, dressing room drawers should be closed, and chairs pushed in to allow clear aisles for costume racks. If you notice an issue with the dressing room facilities, please email the Production Manager.

Paging System

It is your responsibility to always remain within earshot of the paging system. Please note that the paging system can only be heard in dressing rooms, the green room and stage level hallways. It cannot be heard on floors 2-5, in elevators, at the artist entrance or near the loading dock and trap room.

Personal Belongings

Please keep personal belongings to a minimum due to limited space. You are encouraged not to bring valuables to the theatre. Your dressing room station has two drawers with hasps on them. Please bring your own combination lock to secure your valuables. Keep in mind, LA Opera is not responsible for any lost or stolen items, nor any items left in dressing rooms or costume pockets. The lost and found is located at the Security Desk in the DCP Artists Entrance.

Safety Walk & Hazards

At the start of your first onstage rehearsal, you will be given an opportunity to walk the set in full light. Please take this time to walk your track, take note of any steps, uneven flooring and entrance and exit points.

Remember, if you see something, say something and report any hazards, unsafe conditions and problems with scenery, lighting equipment, props, or with another artist to the Production Department, Stage Management and the AGMA Delegate(s).





DRESS CALLS AND WARDROBE, WIGS AND MAKEUP

Generally, the Piano Dress onstage rehearsal is the first time you will be in full costumes, wigs and makeup. Here are a few things to keep in mind for any costumed rehearsals and performances.

Before You Arrive

No personal jewelry of any kind, including wedding and engagement rings, are to be worn while in costume. These items may be locked in your assigned dressing table drawer, but we recommend leaving these items at home for utmost security. Unless otherwise instructed, please only wear clear or neutral nail polish (no French tips or long acrylics). This includes toenails when wearing open-toed shoes or going barefoot. Please bring your own makeup remover, towel or washcloth, any hair dressing products and tools (including hair dryer) needed for personal grooming, if desired. These items will not be provided. Removers and lotions are provided only when specialty makeup requiring specific removers are in use.

Costume Prep

Please begin your wigs, makeup and costume preparation promptly at your call time. Do **not** get into costume before dressers are on duty, which is usually at half hour. However, you can get into any items left at your station before they arrive. You are required to wear the entire costume, wig, facial hair and makeup as instructed. Please do not make changes unless instructed to do so by the Wigs and Makeup, Costume or Wardrobe departments. Should you need assistance with a costume, the dresser assigned to your dressing room will assist. If your costumes need to be repaired, please inform the dresser assigned to your dressing room, or another member of the wardrobe staff, before leaving the theater. If you have any issues with the fit of your costume, please inform your dresser and see a Costume Shop staff member before you remove your costume. Costume Shop representatives are normally outside the dressingrooms. Please make sure they have all your notes.

While in Costume

Please no eating and drinking while in costume. Please don't leave the building while in costume, and don't smoke while in costume. Please always be aware of your colleagues and surroundings. Take special care when you or your colleagues are wearing a long dress or skirt, especially with a train. Remember to pick up your train when backing up or walking downstairs. If you need help moving in your costume, ask for help.

Meals between Costumed Rehearsals

Whenever you are scheduled for two costumed rehearsals in one day, a meal will be provided between services. If you are in any part of your costume or wigs, you must stay in the building during the meal break unless instructed otherwise. Any facial hair which was applied as part of the costume, must be removed prior to the meal; however, you may remain in wigs and makeup. You may use a robe in case the costume allows for partial undressing.

Personal Clothing

If a Chorister is required to use their own clothing for any performance and the Chorister does not already own clothing that will satisfy the Company's requirements, the Company will reimburse each such Chorister up to \$175 toward the purchase or rental of appropriate items per season. Choristers are limited to no more than two purchases per terms of the CBA. When the Chorister is required to use their own clothing, Company will pay a \$30 dry-cleaning fee for each service at which the Chorister uses their own clothing. The list of acceptable attire shall apply to all genders.



DRESS CALLS AND WARDROBE, WIGS AND MAKEUP CONT.

Archival Photos

Photos will be taken of each of your costumes during one of the performances. You will be instructed on what to do and where to go. Please report for Archival Photos as directed.

At the End of Your Call

Return costumes to their place. You are responsible for hanging your own costume and returning your wig/facial hair to its place on the shelf following removal. Please place laundry in the provided baskets. These baskets are placed at the end of each dressing room. This laundry generally includes t-shirts, items worn on the feet or next to the skin, and any underwear that is provided as part of the costume (this does not include corsets). Wardrobe staff may give specific instructions on a show-by-show basis.

Wigs & Facial Hair

Wigs and facial hair will be applied and removed by Wigs and Makeup staff. Please **DO NOT** remove facial hair or wigs without assistance. To facilitate wig application and removal, please bring a robe, button-up shirt or dress that does not need to be pulled over your head. Wigs and facial hair must be removed before makeup removal. Routine grooming supplies and equipment, such as razors, shaving cream, deodorant, moisturizers, etc. are not provided by the Company. If you are required to have a clean-shaven appearance for the production, you are expected to accomplish this prior to dress calls.

Makeup

Generally, you will be required to apply your own makeup, using instructions and makeup kits issued by Wig and Makeup staff. More regarding makeup kits below. For special makeup designs (e.g. body makeup), you will be provided with the means to remove it (for example, by showering or with pre-moistened wipes.)

Make Up Kits

Your makeup kit will include all face makeup and applicators needed to apply the makeup designed for the production, a list of contents, and application instructions. It will be at your dressing room station at the first rehearsal in which makeup is required. Please sign the list of contents to confirm you received everything and return the list to Wigs and Makeup staff. For most productions, the makeup kit will be issued to you prior to dress rehearsals and will be your responsibility for the run. On some occasions, to keep track of the makeup being used through the rehearsal process, the Wig & Makeup department may retain custody of your kits between services. Please keep them in your locked drawer at your dressing station. While you may take your kit home, please note it should only be used for LAO rehearsals and performances. Do not forget it. If instructed to have your makeup applied by an artist in the Wig Room, please bring your kit with you. Please do not wear your own makeup, other than mascara if you like. Please do not deviate from the design assigned to you unless a member of the Makeup department instructs you to do so.

Tips for keeping your kit clean:

Please keep your makeup kit clean. Keep all your makeup capped. Wash your sponge and eyeliner brush after each use, and your blush brush every 3-4 performances. Squeeze the excess water from the rinsed tool into a papertowel, put in the mesh pouch, and allow to air-dry. Putting wet sponges, brushes or other items into the plastic bag can result in the development of mold, mildew, and/or bacteria.

All performers should have a lock for their dressing station.



Return Makeup Kits

After the last makeup change or touch-up of the last performance of the production for which the kit has been issued, you will return your makeup kit to the Wig Room or other pre-determined location and sign it back in. This may occur before the end of the opera, depending on your involvement in the production's finale and curtain call. All items issued in the kit must be accounted for at that time.

Score Return

Scores must be returned at the final performance. Instructions and reminders will be sent.

Remove Lock and Personal Belongings

Please ensure that you take home all personal belongings and remove the lock from your dressing room station. In case you are unable to remove your belongings after the final performance, please email the Production Manager immediately.



IMPORTANT CONTACTS

Production Department

Michelle Magaldi
 Production Director
 O: 213-972-7633
 C: 310-869-8876
 E: mmagaldi@laopera.org

Jasna Gara
 Production Manager
 O: 213-972-8038
 C 617-637-5246
 E: jgara@laopera.org

Costume, Wardrobe, Wigs & Makeup

John Musselman
 Costume Shop Administrative Assistant
 O: 213-225-8100
 E: jmusselman@laopera.org

Samantha Wiener
 Wigmaster
 O: 213-972-7495
 E: swiener@laopera.org

Brandi Strona
 Wig Crew Foreman
 O: 213-972-3108
 E: bstrona@laopera.org

Lee Smilek
 Head of Wardrobe
 O: 213-972-7533
 E: ismilek@laopera.org

Music Staff

Jeremy Frank
 Chorus Director
 O: 213-972-7729
 E: jfrank@laopera.org

Melisandra Dunker
 Music Librarian
 E: mdunker@laopera.org

LA Opera Human Resources

Jill Boyd
 Vice President, Human Resources & Labor Relations
 O: 213-972-3078
 E: jboyd@laopera.org

LA Opera Late Line
 -Voicemail-
 213-972-3060

ADDRESSES

LA Opera Dorothy Chandler Pavilion
 135 North Grand Avenue
 Los Angeles, CA 90012

Walt Disney Concert Hall Parking Garage
 111 S Grand Ave, Los Angeles, CA 90012
 Entrance on 2nd St between Hope & Grand

LA Opera Costume Shop
 1655 East 14th Street
 Los Angeles, CA 90021
 (213) 225-8100

LA Opera Box Office
 213-972-8001

Hours:
 Mon – Sat | 10a – 6pm

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