

HCA THEATRE DEPARTMENT

2019 - 2020 Student Handbook

WELCOME!

Welcome to the 2019 - 2020 school year at HCA! I'm thrilled to see the beginning of another exciting year of acting and musical theatre programming as we settle into our new dedicated space on the fourth floor of the historic HCA, and can't wait to jump in to learning and creating!

I am Stephanie Hope Lawlor - a professional actor and theatre artist. This is my sixth year as the head of the Theatre Department at HCA and I'm so happy to see the continuous growth of the department, thanks to the participation and support of the students and parents of the HCA community.

Please read below for important information, and see the attached school year schedule for important dates during the 2019 - 2020 school year.

If you have any questions or concerns please feel free to speak with me, or contact HCA directly. Contact information is listed at the end of this document.

Cheers to a wonderful year,
Stephanie

THEATRE DEPARTMENT STUDENT HANDBOOK

Student Expectations

A. Attendance + Punctuality

- Because of the collaborative and ensemble nature of creating theatre, attendance and punctuality are incredibly important. **It is recommended that a student not miss more than 2 classes per term**, as it may affect their rehearsal time and preparation. If a student continuously misses class, it may impact their participation in their final performance.
- If a student must miss a class, please contact HCA as soon as possible.
- Students are expected to arrive on time and **ready to begin** at their designated class start time.

B. Behaviour

- HCA strives to create an inclusive space in which every individual is to be treated with respect and kindness. If a student feels unsafe at any time, they are encouraged to speak privately with a facilitator.
- Any behaviour that is not in line with our mandate of respect and inclusion will be brought to the attention of the student's guardians and HCA Artistic Director.

C. Rehearsal Attire

- Students should wear clothing that they feel comfortable moving in.
- Students should **not** wear short-shorts, stiff jeans, or clothing that makes them feel restricted.
- Appropriate indoor footwear must be worn at all times. **Bare/stocking feet are not permitted in the studio.** All wet boots and shoes must be left in the changerooms outside the studio.

D. Preparation

- Students are expected to bring all scripts, props, costume pieces, etc. to designated classes.
- Occasionally, students may be required to spend time outside of class memorizing lyrics, lines, choreography, or reading scenes. They are expected to ensure their own preparation so they are ready to work in rehearsal.

E. Cell Phones and Devices

- All cell phones must be turned off and put away during classes.
- HCA does not encourage students to bring expensive devices and is not held responsible for theft or lost devices.

Open Houses, Auditions & Performances

A. Open Houses/In-Studio Performances

- Throughout the year, students may have opportunities to share what they have been working on in class. When these open house performances arise, parents will be notified well in advance.
- **Musical Theatre Ensemble** will participate in three open house performances during the year, where they will showcase the skills they are learning through popular musical theatre repertoire. Please see the attached schedule for dates and times of each performance.

B. Auditions

- Some classes may have mock audition scenarios throughout the year. These auditions are used as learning opportunities so that students can understand how to prepare for and behave in an audition. Every student will be featured in their year-end performance!

C. Performances

- All **acting classes** will participate in a rehearsal process and performance on the HCA Recital Hall stage in June.
 - Classes will require 1-2 on stage rehearsals in the weeks leading up to their final performance in June. These rehearsals are paramount to ensure students have had time to work on stage, with full technical and costume elements and make sure students feel safe and prepared for their performance. These rehearsals will be scheduled outside of normal class time, and information will be sent home in the spring when it is confirmed.

Mature Content

- In classes with older age groups, we may occasionally encounter mature concepts or language in our work. This content will be treated with sensitivity. If there are any concerns, please do not hesitate to contact HCA or Stephanie.

Guest Artists

- From time to time, classes may have the opportunity to work with guest teaching artists in workshops, Q&A sessions and more. Every guest artist that is brought in is hand-selected for their class because they have something unique to offer that group. All guest artists are professional theatre artists who have a background in teaching.

Social Media

- HCA and the HCA Theatre Department are on social media. Photos from classes or performances may be shared on these platforms in an effort to celebrate the hard work of our students. Please ensure that photo permission has been granted on the HCA registration form. If a student's photo permission has not been granted, photos of them will **not** appear on social media.
- If students or parents have social media platforms, they are invited to share images and information.

Follow HCA on social media:

Facebook: <https://www.facebook.com/HamiltonConservatory/>

Instagram: @ArtsLiveAtHCA

Twitter: @HCArts

#ArtsLiveHere

Follow the HCA Theatre Department on social media:

Instagram: @HCATheatre
#HCATheatre

Hamilton Conservatory for the Arts

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