

UNIVERSITY DANCE THEATRE



Company Handbook

2017-2018 Academic Year

This handbook is a compilation of useful information for the members of University Dance Theatre.

This handbook is updated annually. It does not include all policies, nor does it supplant existing policies. Policies, procedures and guidelines are subject to change.

Students are expected to be familiar with the Western Illinois University catalog, the information on the WIU and department websites and other such resources.

The Department of Theatre and Dance is accredited by the National Association of Schools of Theatre.

Department of Theatre and Dance
www.wiu/theatre

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1.0 MISSION AND GOALS STATEMENT

1.1 MISSION STATEMENT

University Dance Theatre (UDT) is a student run organization that strives to expose Western Illinois University (WIU) to excellence in dance and to give collegiate dancers the experience of dancing in a professional company. Students, along with faculty advisers and professional guest artists, produce two mainstage dance concerts every year in cooperation with WIU's Department of Theatre and Dance. To reach this level of excellence, dancers in UDT train rigorously in university dance classes throughout the year and uphold professionalism in all classes, rehearsals, performances, and in philanthropic outreach.

1.2 GOALS STATEMENT

The goals of University Dance Theatre stem from their mission statement above. The primary goal of UDT is to produce quality dance concerts, while maintaining a high level of professionalism and enriching the lives of the dancers and audience members through the art form of dance. To this end, University Dance Theatre:

- Develops professionalism in all aspects of dance production by striving to follow the protocol and policies of professional dance companies.
- Provides a platform for student choreographers
- Serves the community by providing a dance clinic to youth in the community, Mini UDT mentorship program, fundraising for/attending the Alzheimer's Walk, creating an integrated work that connects disabled community members with UDT dancers that culminates in a piece in the spring.
- Enhances the presence of the arts on WIU's campus by offering modern dance concerts that may expose the student body to styles of dance such as lyrical, Afro-Modern, ballet, tap, jazz, etc.
- Exposes company members to the professional dance world by bringing in professional guest artists to teach master classes and choreograph for the mainstage concerts
- Further educates company members by attending/competing in the American College Dance Association

2.0 GENERAL INFORMATION

2.1 FACULTY ADVISERS

Heidi Clemmens: Associate Professor of Dance and Co-Artistic Director of University Dance Theatre.

Office: Brophy 203. **Email:** hs-clemmens@wiu.edu. **Phone:** 298-1707.

Clemmens has an MFA from Arizona State University. Her major influences include Daniel Hagrin, Cliff Keuter, and Elina Mooney, among others. She has choreographed and performed with the Aurora Mime Theatre, Desert Dance Theatre and Two Rivers Dance Theatre, teaching dance residencies for grades K-12. As a choreographer for University Dance Theatre, Clemmens had dance pieces chosen for the American College Dance Festival's National Gala at the John F. Kennedy Center for the Performing Arts. She has also worked extensively to integrate dancers with developmental and physical disabilities into her choreographic works. Clemmens teaches modern, jazz and theory courses in the dance minor and choreographs for the Musical Theatre Program.

Lara Petrin: Instructor of Dance and Co-Artistic Director of University Dance Theatre.

Office: Brophy 204. **Email:** lm-petrin@wiu.edu. **Phone:** 298-1704.

Lara Petrin was raised in the New England area, where she trained and danced with the Greater Milford Ballet Company, under the direction Georgia Deane and Laura Young, former principal dancer of Boston Ballet. After graduating from Dean College in Franklin, MA with a BA in Dance, she became the owner and Artistic Director of CityDance in Manchester, NH. Her students have been accepted to The Ailey School, Philadanco II, Boston Conservatory and Pointe Park. Little holds a Masters in Dance Education from NYU, a certificate in Ballet Pedagogy from American Ballet Theatre and is an ABT certified teacher Levels Primary through 7.

2.2 FACILITIES

Brophy Dance Studio is located in Brophy Hall, the Kinesiology Department building. The large studio is used for classes and rehearsals and for concerts. Mirrors and ballet barres cover one wall of the studio. The facility is covered with marley and boasts a Rosco, sprung sub-floor. Adjoining the main studio are the Pilates Studio and a rehearsal room equipped with mirrors, make-up areas, dance barres, and dressing spaces

2.3 CALLBOARDS

The physical callboard for University Dance Theatre is located directly outside the main entrance to Brophy Dance Studio. On this bulletin board company members can find pertinent information about current events in the company. In order to post to these bulletin boards, a faculty member must approve the posting. UDT also utilizes a virtual callboard on Facebook called “WIU UDT/Dance Minor Virtual Callboard”. All members have access to this callboard by following this link (<https://www.facebook.com/groups/819145194868886/>) or by asking a faculty member or executive board member to add them to the virtual callboard.

2.4 WEBSITE

LINK COMING SOON

3.0 ACADEMICS

3.1 DANCE MINOR: Many company members in UDT choose to become dance minors to blend their passion for dance with their degree plan. This is in no way required to be a company member, but can be a wonderful addition to your training. The Department of Theatre and Dance offers a Dance Minor that consists of beginning, intermediate and advanced levels of ballet, modern, jazz and tap. In addition, courses are available in dance history, beginning and advanced levels of composition, improvisation, movement and music analysis, performance and dance concert production.

3.2 COURSE WORK

Minor in Dance:

19 semester hours

1. Required Courses: 11 credit hours

DAN 119	Improvisation	1
DAN 210	Ballet II	2
DAN 213	Modern Dance II	2
DAN 219	Composition	2
DAN 310	Ballet III	2
DAN 313	Modern Dance III	2
2. Directed Electives in Dance, minimum of 3 credit hours from the following courses:

DAN 382	Dance History and Philosophy	3
DAN 385	Movement and Music Analysis	3
3. Electives in Dance, minimum of 5 credit hours from the following courses:

DAN 110	Ballet I	2
DAN 112	Jazz Dance	2
DAN 113	Modern Dance I	2
DAN 116	Tap Dance I	1
DAN 212	Jazz Dance II	2
DAN 216	Tap Dance II	1
DAN 310	Ballet III	2
DAN 313	Modern Dance III	2
DAN 316	Musical Theatre Dance	2
DAN 386	Special Projects in Dance	1-2
DAN 413	Advanced Techniques of Modern Dance	2
DAN 490	Independent Study	1-3

4.0 COMPANY ELIGIBILITY

4.1 AUDITIONS AND PLACEMENT: University Dance Theatre auditions are held for admission to UDT, to place accepted members into class levels and for choreographers to cast pieces. University requirements state that a student must be full time (12 credit hours) and in good academic standing.

4.1.1 Placement Auditions: Placement auditions will occur in August for the fall semester and in January for the spring semester. Acceptance into the company is based on technical ability—including quick pick-up, accurate execution, rhythmic accuracy, alignment, energy flow, use of gravity, breath, and performance quality. To be eligible for UDT, students must be placed into a level 2 or higher dance course. If there are any questions, dance faculty advisers will be happy to help.

4.1.2 Company Class: If you are accepted into the company, you must attend a level 2 or higher dance course (excluding DAN216) to retain your status as a member of UDT. You are allowed to miss company class 2 times before you must begin making up them up. You are allowed 2 make-up classes, and they must be documented with make up forms. If you do not make up your classes, you will face consequences (**10.0**) at the discretion of the advisers.

4.1.3 Casting Auditions: Casting auditions occur the week after placement auditions in both the fall and the spring. Casting auditions are used by choreographers to select specific dancers for their pieces. Individual choreographers select their casts based on their individual needs. All choreographers select their casts through auditions. There is no pre-casting. When selected for a piece, students are given the option to accept or not, but once their contract is signed with the choreographer the dancer must commit themselves fully to the process.

4.2 CHOREOGRAPHER ELIGIBILITY: Dance faculty and students who have been in the company for at least one semester are all eligible to choreograph. UDT members that are interested in choreographing will be required to fill out a New Choreographer Interest Form that will be reviewed by the advisers before they are permitted to choreograph. They must meet the specific deadlines set by advisers to be eligible to choreograph in the following semester.

4.2.1 Guest Artist: Each year, UDT sponsors several resident guest artists and master classes featuring renowned choreographers and performers. These artists visit the WIU campus for four to ten days to teach classes and create choreography for the concerts.

4.3 EXPENSES: The only mandatory expense required for UDT is a company t-shirt. The expense ranges from \$12-\$15, and it is a one-time only purchase. The t-shirt does not change semester to semester. This t-shirt will be worn at all philanthropy events UDT participates in.

5.0 REHEARSALS/MEETINGS

5.1 REHEARSAL: All students accepted into UDT will be required to sign a contract covering the duties and standards expected of members of UDT. Faculty rehearsals will not exceed five hours per week per piece. Student rehearsals will not exceed three hours per week. If there is a piece that is being choreographed by a student that requires more time, they may check with dance faculty for extended rehearsal times. Keep this in mind when committing to pieces. The process is time consuming and tiring. Do not over commit. It is the responsibility of each choreographer to schedule rehearsals and be well prepared for all rehearsals. It is the responsibility of the dancers to actively participate in each rehearsal. Specific guidelines are outlined in the choreographer's agreement. Guest artists in residence come once a semester for approximately one week to set a piece. Their rehearsals take precedence over all others. They will have a separate schedule, which will be posted prior to their arrival. Faculty and student rehearsals will be adjusted accordingly.

5.1.1 Rehearsal Absence Policy: The over-all rehearsal absence policy for UDT is zero absences are allowed. The tolerance of this policy is up to each individual choreographer and will be communicated with their dancers on their first day of rehearsals and will be agreed upon in the dancer/choreographer contract. Any unexpected conflict must be communicated to a choreographer as soon as possible, and it is up to the choreographer if they will allow the dancer to continue being in their piece. In severe cases, the advisers will become involved.

5.1.2 Rehearsal Times: The Department of Theatre and Dance's rehearsal policy prohibits rehearsals called outside of 1:00-5:00pm or 7:00-11:00pm. UDT has been given special permission to rehearsal outside of these hours by the chair of the Department of Theatre and Dance, Tammy Killian. This exception has been made to make participation in UDT more accessible to students who are highly involved in the costume/scene/electric crews and in evening theatre rehearsals.

5.2 MEETINGS: There will be approximately 3-5 meetings per semester of the entire company. These meetings will take place on Fridays at 5:00pm. At these meetings, information that needs to reach the entire company at once will be relayed. The dates of these meetings will be sent to all company members at the beginning of each semester.

5.2.1 Meeting Absence Policy: Zero absences are allowed for company meetings. Attendance is mandatory because important information is shared at each meeting. If meetings are missed, there will be consequences (**10.0**) at the discretion of the advisers.

6.0 CONCERTS

6.1 PERFORMANCE OPPORTUNITIES

6.1.1 Concerts: Two mainstage dance concerts are produced each year: the Winter DanceWorks concert and the Spring Dance Concert. The concerts contain pieces choreographed by faculty, guest artists, and students. Both concerts are presented in Hainline Theatre and are given full technical support from the Department of Theatre and Dance. If there are an abundance of student choreographers, an Emerging Choreographers Showcase may be added to the concert schedule. The Emerging Choreographers Showcase has a lower production quality than the mainstage concert but is an excellent opportunity for more dancers to perform and new choreographers to explore and grow.

6.1.2 Concert Tech Support: Mainstage pieces will have stronger tech support than the Emerging Choreographer Showcase. Costume support for Mainstage will depend on seniority/need of the choreographer and will always be contingent upon the budget. The Emerging Choreographer Showcase will have minimal tech support but will be a fully realized show. Minimal financial support will be given to the Showcase and will be dependent on need, seniority, and budgetary funds available.

6.1.3 Concert protocol: All company members are required to participate in the dance concerts. Crew jobs will be assigned during tech week, so even if a company member is not performing, they will have a job (concessions, costumes, assistant stage managing, curtain, mopping, etc.) during the run of the show. Strike will immediately follow the final mainstage show each semester, and every company member is required to participate. Failure to comply with concert protocol will result in consequences (**10.0**) at the discretion of the adviser.

6.2 SHOWINGS: Twice a semester student choreographers will be required to show their pieces to the advisers for feedback. After each showing, decisions will be made about a piece's readiness for the mainstage level concert or the

showcase level concert. The educational feedback given to choreographers by the advisers after showings is vital to the growth of the choreographer.

6.2.1 Showings Absence Policy: Showings are mandatory for every dancer, even if they are not cast in any pieces being shown. Dancers are there to provide support and feedback for their fellow company members. If showings are missed, there will be consequences (**10.0**) applied at the discretion of the advisers.

6.3 CONCERT TECH: During the Sunday preceding opening night of the mainstage dance concert, an all-day tech rehearsal (known as a 10 out of 12, as you rehearse for 10 out of 12 hours during the day) will take place in Hainline Theatre. This day is not a rehearsal to fix the dances; it is a rehearsal for the lighting designers to finesse their work. Dancers will only be called when their specific pieces are scheduled to rehearse that day. Monday night and Wednesday night rehearsal will be dress runs of the mainstage dance concert, and Tuesday will be a dress rehearsal for the Emerging Choreographers Showcase. The week of opening night is known as “tech week”, and dancers are expected to clear their schedules from 5:00-11:00pm Monday through Wednesday.

7.0 TALENT GRANT/TUITION WAIVER

7.1 REQUIREMENTS: All Talent Grant/Tuition Waivers (TG/TW) are based on the amount of quality participation in the organization. TG/TW are available for all active members of the company. The more activities that you participate in, the more TG/TW you will receive. The amount varies semester to semester and is dependent on budgetary funds available. Executive board members will receive a higher TG/TW for their increased participation and workload. Students will be financially penalized from talent grant or tuition waivers for infractions. Any financial penalties will be at the discretion of the advisers.

8.0 PHILANTHROPY

Part of UDT's mission is to have a philanthropic presence in the community. Company members are required to participate in these events. The minimum amount of participation varies semester to semester and will always be listed in the company contract. Possible philanthropic events are:

- Dance Clinic
- Homecoming Parade
- Performing in V-Show
- Performing in/attending Dance Marathon
- Walking in Alzheimer's Walk

9.0 FESTIVALS AND CONFERENCES

9.1 AMERICAN COLLEGE DANCE ASSOCIATION: Western Illinois University is a member school in the American College Dance Association (ACDA). As a result, each year Western's University Dance Theatre participates in the regional American College Dance Association regional festival. ACDA festival/conferences allow students from all over the region to come together for several days and participate in a nurturing and lively exchange. Students view and perform many different styles of dance and movement. Combining training workshops with adjudicated concerts and professional performances, the festival proves to be beneficial for all who are involved. Other opportunities at ACDA include seminars, lectures and classes led by professional dancers and dance professors from around the region and nation. Students also have the chance to perform original choreography in front of adjudicators for feedback and a chance for regional and/or national recognition. UDT has been recognized regionally, nationally, and internationally through ACDA multiple times.

9.2 CONFERENCE SUPPORT: The Department of Theatre and Dance attempts to provide support to many undergraduate or graduate students to attend the regional ACDA festivals each year. While resources are extremely limited in 2017-2018 WIU budget, the department endeavors to provide support to help cover the travel and registration expenses of students invited to participate in festival

activities. However, these funds are quite limited and not always available. Students are encouraged to attend festivals and conferences whenever they can.

10.0 CONSEQUENCES

10.1 INFRACTIONS: UDT strives to create an environment where all company members uphold the highest level of professionalism. Infractions are qualified as anything that goes against the guidelines set forth in this handbook.

10.2 POSSIBLE RESULTS

Consequences for infractions range from:

- Laundry duty during strike
- Not allowed to choreograph in the upcoming semester or indefinitely
- Ineligible for talent grant the following semester
- Retracted talent grant
- Suspension from the company for a semester
- Permanent expulsion from the company
- Other consequences at the discretion of advisers

11.0 LEADERSHIP OPPORTUNITES

11.1 EXECUTIVE BOARD: The UDT Executive Board is comprised of six members of UDT, who are all willing to go above and beyond to help the organization succeed. They hold regularly scheduled meetings with the advisers, at which they will plan all of the semester's events, problem solve, organize the concerts, and much more.

11.1.1 UDT President

- *Must have been a member of UDT for at least one school year*
- *Coordinates all activities of this organization*
- *Acts as a liaison to the university community and to the UDT directors*
- *Presides at meetings*
- *Oversees all activities that the organization participates in*
- *Oversees the organization of the fall and spring semester shows*

- *Assists in the organization of UDT's involvement in the American College Dance Association conference*
- *Assists in the scheduling of showings*
- *Assists in setting up concert order*
- *Organize company class teachers for concert week*
- *Collects money for end of semester faculty gifts*
- *Holds voting for UDT awards*
- *Attends all board meetings*

11.1.2 UDT Vice President

- *Must have been a member of UDT for one school year*
- *Assumes duties of president, when necessary*
- *Assists president in coordinating activities*
- *Takes attendance in company class*
- *Assists in coordinating participation in activities fair*
- *Organizes orders of company t-shirt and UDT gear*
- *Attends all board meetings*

11.1.3 UDT Secretary

- *Must have been a member of UDT for one semester*
- *Keeps attendance at all Executive board and company meetings*
- *Keeps accurate minutes of each meeting*
- *Compiles agenda of concerns for each Executive board meeting and full Company meeting*
- *Creates full cast lists after casting takes place*
- *Creates UDT newsletter prior to each all-company meeting*
- *Assists president and vice-president to coordinate organization activities*
- *Attends all board meetings*

11.1.4 UDT Social Media

- *Takes pictures at all UDT events*

- *Regularly updates UDT's social media sites (Facebook and Twitter)*
- *Contact radio stations to provide interviews prior to concert*
- *Schedule interviews with University Publications for newspaper/web page*
- *Attends all board meetings*

11.1.5 Clinic Chair (2 people)

- *Organizes dance clinic each semester*
- *Organizes Mini UDT each semester*
- *Order dance clinic t-shirts*
- *Attends all board meetings*

11.2 DANCE LIASON: To further affective communication between the company members and the Executive board/faculty advisors, a student dance liaison will be elected by the company. If dancers are not comfortable talking to members of the Executive board/faculty advisors, they can bring their concerns to the dance liaison and the dance liaison will relay them. The Dance Liaison will attend all Executive Board meetings.