WHERE WE ARE

IU DEPARTMENT OF THEATRE, DRAMA, AND CONTEMPORARY DANCE
Our department is located in the Lee Norvelle Theatre and Drama Center, which includes the Wells-Metz Theatre, the Ruth N. Halls Theatre, and the Studio Theatre.

Our Address:
Lee Norvelle Theatre and Drama Center
275 N. Eagleson Avenue
Bloomington, IN 47405

Parking is available for faculty and staff including Guest Artists in the East Garage at 150 N Eagleson Avenue. You can learn more about on campus parking at parking.indiana.edu. Contact our Department Financial and Business Manager Cindi Severance (812) 855-5382 for assistance with setting up your parking needs.

General Note:
The IU Department of Theatre, Drama, and Contemporary Dance website (theatre.indiana.edu) has a plethora of information available that augments this handbook. Please take time to peruse the department site, as it may have additional information not included in this guide. In particular:

Events calendar
Production information
Ticket information
Production and website biography update form
Additional resources, policies, and guidelines
Welcome to IU’s Department of Theatre, Drama, and Contemporary Dance. We are so grateful for your expertise in the performing arts industry and your contribution to our students’ education and career development within our department.

MISSION STATEMENT
The mission of the Department of Theatre, Drama, and Contemporary Dance is to advance the art, scholarship, and appreciation of theatre and dance and its place in society. We pursue this mission collectively and as individuals through theatrical productions, scholarship and publication, presentation of our work in national and international venues, formal instruction, and individual mentoring.

FIRST NATIONS LAND ACKNOWLEDGEMENT
The IU Department of Theatre, Drama, and Contemporary Dance acknowledges and honors the Indigenous communities native to this region, and recognizes that Indiana University Bloomington is built on Indigenous homelands and resources. We recognize the myaamiaki, Lênape, Bodwéwadmik, and saawanwa people as past, present, and future caretakers of this land. We also acknowledge that this University would not exist if it wasn’t for the free, enslaved labor of Black people. We honor the legacy of the African diaspora and Black life, knowledge, and skills, stolen due to violence and white supremacy.

We are dedicated to amplifying historically marginalized and underrepresented voices and perspectives, improving community relationships, moving towards correcting the narrative to reflect the voices of those who have been removed from the narrative, and making the IU Department of Theatre, Drama, and Contemporary Dance a more supportive and inclusive place for Native and Indigenous, Black, Asian, Latinx, Middle Eastern, Pacific Islander, and Multi-Racial students, artists, faculty, and staff. IU Theatre & Dance invites you to be a part of our season, to experience the work of these artists, and to acknowledge and honor the living contributions of these artists and makers to the art forms of theatre and dance.
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**WHO’S WHO**

**Department Chair:** Linda Pisano  
**Associate Chair:** Selene Carter  
**Director of Graduate Studies:** Jonathan Michaelsen  
**Director of Undergraduate Studies and Head of B.A. degree program:** Jenny Lale  
**Co-Area Heads, Theatre History, Theory, Literature:** Eric Mayer-García, Eleanor Owicki  
**Co-Area Heads, Musical Theatre:** Richard Roland, Ray Fellman, DJ Gray  
**Area Head, Contemporary Dance:** Elizabeth Shea  
**Area Head, Design and Technology:** Reuben Lucas  
  Contact Reuben Lucas for information regarding IU Theatre & Dance production Tiers of Support details  
**Area Head, Acting/Directing:** Ansley Valentine

**WHO DOES WHAT**

**Kate Lyons:** Dance B.F.A. Liaison  
Dance B.F.A. Audition/Liaison information  

**Madison Colquette:** Department Dramaturg  
Production photo archives  
Production history  
Licensing for plays and musicals  
Season programming committee  
Campus and community educational engagement  

**Trish Hausmann:** Production Manager  
Incident reports  
Building keys  
Space reservations  
Stage Management assignments  
Audition facilitation and information  
Production calendar  
Facility needs and reports  
Building equipment needs  

**Scott Hogsed:** Box Office Manager,  
Musical Theatre B.F.A. Liaison  
House management, Ticketing coordination  
Tracking student attendance at performances  
Musical Theatre B.F.A. Audition/Liaison information  

**Laura Judson:** Project Manager  
Production programs and posters  
Donor & Alumni questions  
Non-production event coordination assistance  
Department and production advertising media  
Social media communication  
Recruitment advertising literature  
General website upkeep  

**Kristin Mann:** Undergraduate Advisor  
Undergraduate Admissions/requirements  

**Cat Richards:** Academic Administrator/Graduate Services  
Graduate admissions/requirements  
Class scheduling  

**Cindi Severance:** Fiscal Officer/Business Director  
Department financials  
Oversees travel, payroll, purchasing, and guest artist visits
ACKNOWLEDGEMENT
Our department desires to stand accountable for historically not representing the stories and experiences of BIPOC (Black, Indigenous and People of Color) individuals on our stages. This is a long-entrenched history that is particularly evident in our programming, but also in our curriculum, casting procedures, and hiring and recruitment practices. We acknowledge that change is necessary for IU Theatre & Dance to be a truly equitable and inclusive community. Although some practices have been put in place these past two years to ensure equitable programming, curriculum, and opportunities, we recognize that much remains to be done. Dismantling decades of systemic racism is an ongoing, often imperfect process, but this work is long overdue, and we must take action.

To that end, we have begun the following action steps:
• Anti-bias, anti-racist training for all faculty and staff through a two-year commitment with the outside consulting organization Work4Change.
• Transparency regarding programming with continued, increased communication throughout the decision-making process.
• A commitment that 50% of productions in each season will be written by women and/or artists of color.
• A review of curriculum to ensure that we are including voices of BIPOC artists and scholars and integrating methodologies in courses, rather than isolating them as ‘different’ or ‘alternative’.
• Our Climate Statement states what we seek to change, not that we are there now. Each year, we re-commit to making the statement real by pursuing these actions steps. We recognize that this is not a one-time fix, but an ongoing process of anti-racist interventions that must be central to all that we do.

DIVERSITY
We welcome/respect a wide range of experiences and perspectives in the study, practice, and production of theatre and dance. The richness of our creative process and the strength of our community relies on the incorporation of each individual’s unique experience.

EQUITY
We believe that our practices and community are only strong if all artists are treated equitably. We will continue to identify, examine, and decenter traditions in the fields of theatre and dance that have disproportionately excluded/subjugated/oppressed/invalidated BIPOC, LBTQIA+, and other historically marginalized voices. We amplify these voices to correct structural inequity in our recruiting, programming, curricula, pedagogy, and productions. We commit to meeting casting requirements as indicated by playwright/author in regards to appropriate race, gender, ability, identity, creed, belief, or culture.

INCLUSION
We pledge to uphold a safe, respectful, and supportive space for all voices in theatre and dance in our classrooms, our rehearsal and production practices, and our hiring and programming practices. We will identify, acknowledge, and try to repair any failure to uphold this pledge. To this end, we welcome and rely on honest feedback and open dialogue to ensure justice for historically silenced artists.

WELLNESS
We prioritize a safe working environment to maintain healthy theatre and dance practices. We create a climate of respect for all members of our community; supporting their physical, emotional, and mental safety and wellbeing. We practice self-care and learning that includes openness, advocacy, and safety. We also acknowledge the additional physical, mental, and emotional burden of oppression on BIPOC, LGBTQIA+, neurodiverse, and disabled artists in the creative process, and we pledge to ensure that artists have agency over their own personal wellbeing.

SUSTAINABILITY
We commit to sustainable practices in our curriculum, studios, and spaces that prioritize ethical and safe use and management of environmental, human, and financial resources. We pledge to reduce, reuse, and recycle whenever possible. We pledge to use methodologies and practices in our spaces and curricula that respect these invaluable and limited resources as we advance the art, scholarship, and appreciation of theatre and dance and its place in society.
As a faculty member, these University Policies and Procedures should be included in your syllabi. Staff members should be aware of this information and know where and how to direct students or colleagues with questions.

**TITLE IX**

Title IX and IU’s Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, and dating and domestic violence. If anyone has experienced sexual misconduct, or knows someone who has, the University can help. If anyone is seeking help and would like to speak to someone confidentially, appointments can be made with the following services:

- The Sexual Assault Crisis Services (SACS) at (812) 855-8900 (counseling services)
- Confidential Victim Advocates (CVA) at (812) 856-2469 (advocacy and advice services)
- IU Health Center at (812) 855-4011 (health and medical services)

Title IX and University policy require all University Employees including Guest Artists to share any information brought to their attention about potential sexual misconduct with the campus Deputy Title IX Coordinator or IU’s Title IX Coordinator. In that event, those individuals will work to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist. Visit stopsexualviolence.iu.edu to learn more.

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**Libby Spotts**
Deputy Title IX Coordinator
Office of Student Conduct
Alice McDonald Nelson Building
801 N. Eagleson Avenue
Bloomington, IN 47405
(812) 855-5419
osc@indiana.edu

**Jennifer Kincaid**
University Director of Institutional Equity &
Title IX Coordinator
Office of Institutional Equity
400 E 7th Street
Bloomington, IN 47405
(812) 855-4889
oie@iu.edu

**DISABILITY**

IU policy requires that employees of the University make every effort to accommodate qualified students with disabilities (e.g. mental health, learning, chronic health, physical, hearing, vision, neurological, etc.), and IU encourages students to talk to their professors as soon as possible about any accommodations they may require. Eligibility must be established for support services through the appropriate office that services students with disabilities. Note that services are confidential, may take time to put into place and are not retroactive; Captions and alternate media for print materials may take three or more weeks to get produced. Students may contact Disability Services for Students at iubdss@indiana.edu or 812-855-7578 as soon as possible if accommodations are needed. The office is located on the third floor, west tower, of the Wells Library, Room W302. Walk-ins are welcome 8 AM to 5 PM, Monday through Friday. You can also locate a variety of campus resources for students and visitors that need assistance on the Division of Student Affairs disability services webpage.

*Continued on next page*
INCLUSIVITY
Indiana University is a learning community in which all are welcomed and equally valued, regardless of background or identity category. We encourage students to share their experiences (as they are relevant to the course) and to learn from others’ experiences, particularly when they are different from your own. In the classroom and performance space, students have a right to their own identity. This includes being called by their preferred name, pronounced correctly, and the use of correct pronouns. Students have the right to adjust those things at any point in their education. If there are aspects of the instruction of a course or rehearsal process that result in barriers to your inclusion, please contact the Department Chair privately without fear of reprisal.

Students, Faculty, Staff, and Guest Artists may also report bias incidents (events or comments that target an individual or group based on age, color, religion, disability, race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, marital status, or veteran status) to the Dean of Students Office online (biasincident.indiana.edu) or by phone (812-855-8187).

ONLINE RESOURCES

Incident Report Links
https://inlocc.iu.edu/CAS/IncidentReport/Incident.cfm
   Use this form for injuries to students, visitors and guests of all Indiana University affiliated campuses, vehicle accidents and for reports of damage to university property.
   Direct students here if they’d like to report specific incidents related to discrimination, hate, harassment, retaliation, or sexual misconduct
   Use this form to report IT incidents including sensitive data, phishing, HIPPA violations, privacy complaints, or email abuse/misues/spam

IU News and Updates Resources
News at IU: https://news.iu.edu/iu-bloomington/
Office of the Provost & Executive Vice President: https://provost.indiana.edu/
Office of the Vice President for Diversity, Equity, and Multicultural Affairs: https://diversity.iu.edu/

One.IU
One.IU is your portal to all things IU. Access information about campus-wide employee orientation, parking, employee records, online email exchange, OneDrive file-sharing, PTO, training opportunities, textbook ordering, the IU directory, and the IU Knowledge base for all DIY IT help.
Students are expected to be attentive to the rehearsal and be ready when needed. Stage Management should not need to prompt cast members to be onstage for their scene unless rehearsal jumps ahead unexpectedly.

**CELL PHONES**
Students are asked to keep cell phones on silent and put away during rehearsal and performances. They may look at them on rehearsal breaks or at intermission during performances. Cell phones should not be carried or stored in a costume piece during dress rehearsals or performances. If there is a pending personal emergency, students are encouraged to let stage management know and the student may keep their cell phone with them on silent.

**ELECTRONIC DEVICES**
These should be put away during rehearsal or performance unless needed for work purposes for the production. Devices may be used outside the rehearsal room or in the hallways outside the theatre during extended breaks between scenes, cues, etc. However, they should not be out or in use backstage unless for the purpose of running the show.

*Exceptions*: During Tech rehearsals, cast may have their devices out in the house. However, they should keep to the rear of the house with their screens dimmed so as not to disrupt the work going on onstage and at the tech tables. Headphones should never be used.

**FOOD**
Food is NOT allowed in the theatres or dressing room areas. Cast members and technicians may eat in the lobby or hallways around the theatre, and are expected to clean up after themselves. Cast and crew will also have breaks in rehearsal during which time food may be consumed outside the theatre and dressing room areas. Food should never be eaten in costume.

*Exceptions*: Hard Candies or any small snacks that can be eaten in relative quiet may be eaten in the theatre—though NEVER in Costume.

**DRINKS**
Drinks in a sealable container are allowed in the theatres. Anything that could be knocked over and result in liquid escaping is not allowed.

Directors and/or Choreographers have the right to adjust these guidelines for their individual rehearsal and performance needs. Any changes to this policy should be clearly communicated to Stage Management and the Production Manager Trish Hausmann.

**PET POLICY**
Read IU's Pet Policy here. (policies.iu.edu) Specifically, “The University, through its agents, reserves the right to ban any animal from University property without demonstrating due cause.” There is no inherent “right” to have animals on University premises.

Additional Policy for IU Theatre, Drama, and Contemporary Dance: As the theatres and studios (scene shop, costume shop, stages and audience areas) are highly specialized spaces (not lecture halls or standard classrooms), it is the decision of the department that non-service animals be banned from those spaces. No matter how well-behaved non-service animals are, there are simply too many safety concerns and other potential risks such as allergies or unpredictable behavior, which could become an issue.
AUDITION POLICIES

All IU students, with any level of experience, are invited to audition for any theatre productions. A headshot and resume are preferred but not required. If interested students do not have a prepared monologue, audition material will be made available to read for the audition. Dance productions are available to dance majors only, except with permission from Contemporary Dance faculty.

PROGRAMMING AND CASTING
The department’s programming committee is comprised of faculty and staff from all areas. When selecting the season, the department is committed to honoring the intentions of the playwright in matters of casting, and to encouraging diverse, identity-conscious casting practices whenever possible.

PROCESS EXPECTATIONS
Everyone participating in the audition process will be granted:
• Freedom from harassment as outlined in IU’s campus-wide policy
• Content advisories and appropriate project breakdowns, including descriptions of the characters being cast
• Appropriate choreographer present to craft dance, moments of violence, or intimacy if required in the audition
• Adequate prep/rehearsal time for choreography if required for the audition
• Option to take oneself out of consideration for specific roles prior to completion of casting

PHOTOS AND VIDEO
No photos or videos will be taken without prior approval of the department chair and 24-hour advance notice to the participants. Any photos or videos will be destroyed immediately following the completion of casting. Actors will also be given advance notice if members of the creative team are attending auditions via video call applications (ie: Zoom, Skype, FaceTime, etc.).

UNION AFFILIATION
Members of a performing union (AEA, SAG-AFTRA, AGMA, etc) must declare their union affiliation at first audition.

PRE-CASTING AND AUDITION INVITATIONS
Students pursuing an M.F.A. in acting may be precast in roles via an internal area process overseen by the Head of Acting/Directing.

Students pursuing other degrees are not allowed to be precast. Directors may extend audition invitations to particular performers, however no guarantees of casting may be extended or suggested to non-M.F.A. actors prior to the casting meeting.
REPORTING VIOLATIONS

The appropriate sequence to report an incident of a violation of these policies:

1. Head of Acting and Directing Area, Musical Theatre Area, and/or Contemporary Dance Area
2. Chair of Department
3. Associate Dean for Arts & Humanities

General Note: Performers must sign up online per the instructions for each audition notice. Please note that there is a specific opening date for signup listed in each notice. Once the lists fill up, the online signup will close, but provide instructions for anyone who missed the signup. If you have questions, please click on the signup links for contact information.

View open audition information here.
(theatre.indiana.edu/student-portal/productions/auditions/calls.html)
LOCAL GUIDE

INDIANA UNIVERSITY
New Employee Resources: https://hr.iu.edu/employment/new-employees.html
Faculty Resources: https://www.indiana.edu/guides/instructors.html
Staff Resources: https://www.indiana.edu/guides/staff.html
University Technology Portal, One.IU: https://one.iu.edu/
Knowledge Base: https://kb.iu.edu/
Campus Parking: https://parking.indiana.edu/
Campus Rec Center: https://recrec.indiana.edu/home.php
Faculty ID Card: https://crimsoncard.iu.edu/ You will need this to make copies, check out library books, etc
Online Teaching Resources: https://teachingonline.iu.edu/support/tools.html
IU Athletics: https://iuhoosiers.com/ Employees cannot park near the stadiums during games, even with a university parking pass
IU Cinema: https://cinema.indiana.edu/
IU Auditorium: https://www.iuauditorium.com/

DEPARTMENT OF THEATRE, DRAMA, AND CONTEMPORARY DANCE
Department Website: https://theatre.indiana.edu/

COMMUNITY
Peoples Farmers Market: https://www.peoplesmarketbtown.org/
Monroe County Public Library: https://mcpl.info/
City Parking: https://bloomington.in.gov/transportation/parking
Visit Bloomington: https://www.visitbloomington.com/things-to-do/

LOCAL RESTAURANTS
Breakfast/Brunch:
  Uptown Café – https://www.the-uptown.com/
  Cabin Restaurant & Lounge – http://www.cabinrestaurant446.com/
  Feast Market and Cellar – http://www.feastcateringonline.com/
  Farm – http://www.farm-bloomington.com/
  Bloomington Bagel Company – http://www.bbcbagel.com/
  Runcible Spoon – https://runciblespoonrestaurant.wordpress.com/
Chinese Food:
  Dragon Express – (812) 331-7030, 3261 W 3rd St, cash only, no delivery
  Gourmet Garden – https://www.facebook.com/gourmetgardenchinesefood/
  Longfei – https://www.longfeibloomington.com/
  Best Taste – https://www.besttastebloomington.com/
  Asuka – https://www.asukanoodlestown.com/
Thai Food:
  Bangkok Thai – bangkokthaibloomington.com
  My Thai – http://www.mythaicafeusa.com/
  Siam House – https://www.siamhousebloomington.net/

Indian Food:
  Taste of India – http://www.tasteofindiabtown.com/

Pizza:
  Mother Bear’s Pizza – https://motherbearspizza.com/
  Aver’s Pizza – https://averspizza.com/
  Azzip – https://azzippizza.com/
  Bucceto’s – https://buccetos.com

Italian Food:
  DaVinci – https://vinciie.com/
  Osteria Rago – https://osteriarago.com/

Breweries:
  Upland Brewery – https://www.uplandbeer.com/
  The Tap – https://www.thetapbeerbar.com/
  Function Brewery – http://functionbrewing.com/
  Switchyard Brewery – http://www.switchyardbrewing.com/
  Big Woods (Quaff On Brewing Co.) – bigwoodsrestaurants.com/Bloomington/

Mexican Food:
  El Ranchero – https://elrancherofood.com/
  La Charreada – https://www.lacharreadabloomington.com/
  Social Cantina – https://www.thesocialcantina.com/
  La Una Cantina – http://www.launacantina.com/

Ice Cream:
  Hartzell’s – https://www.facebook.com/Hartzells/
  Chocolate Moose – https://moosebtown.com/
  Jiffy Treet – https://www.facebook.com/jiffytreeteast/
  Bruster’s – http://www.brusters.com/

Cocktails:
  Cardinal Spirits – https://www.cardinalspirits.com/
  C3 – https://www.c3bloomington.com/
  The Elm – https://elmbloomington.com/
  Uptown Café – https://www.the-uptown.com/
  Big Woods (Hard Truth Distillery) – bigwoodsrestaurants.com/Bloomington/

Coffee Shops:
  Needmore Coffee Roasters – https://www.needmoreroasters.com/
  Hopscotch Coffee – https://hopscotchcoffee.com/
  The Inkwell – https://www.facebook.com/inkwellbtown/
  The Pourhouse – https://thepourhousecafe.com/
  Crumble Coffee and Bakery – https://crumblecoffee.square.site/
Baked Goods:
Two Sticks Bakery – https://www.twosticksbakery.com/
Baked! Cookies – http://www.bakedofbloomington.com/
Crumble Coffee and Bakery – https://crumblecoffee.square.site/
Rainbow Bakery – https://rainbowbakery.net/

Food Trucks:
Pili’s Party Taco – https://www.facebook.com/pilispartytaco/
The Big Cheeze – https://www.thebigcheeze.com/
Great White Smoke BBQ – https://www.facebook.com/GWSBBQ/

Other Notable Places:
Mama’s Korean BBQ – Korean – (812) 333-8071, 2630 E 10th St
Little Tibet – Tibetan – https://www.anyetsangs.com/
Lennie’s – Brewpub – https://www.lenniesbloomington.com/contact/
Trojan Horse – Greek – https://www.thetrojanhorse.com/
The Village Pub – Gastropub – https://vpbtown.com/
Rush Hour Station – Vietnamese – http://www.rushhourstation.com/
Joella’s – Nashville Hot Chicken – https://joellas.com/
The Owlery – Vegetarian – https://theowleryrestaurant.com/
Ami – Sushi – (812) 339-7868, 1500 E 3rd St
Friendly Beasts – Cidery – https://friendlybeastscider.com/
Oliver Winery – https://www.oliverwinery.com/
Blu Boy Chocolates – bluboychocolatestore.com

NEARBY HOTELS
The Biddle Hotel – (812) 856-6381, https://imu.indiana.edu/hotel/index.html
Grant Street Inn – (812) 334-2353, 310 N Grant St, https://grantstinn.com/

AIRPORT SHUTTLE
GoExpress Travel – (800) 589-6004, https://www.goexpresstravel.com/

GROCERY
Kroger – (East: 1175 S College Mall Rd, Central: 528 S College Ave, West: 500 S Liberty Dr,
North: 1825 N Kinser Pike, South: 4025 S Old State Rd 37)
Bloomingfoods –(East: 3220 E 3rd St, Central: 316 W 6th St)
Aldi’s – (East: 2813 E 3rd St, West: 2035 S Liberty Dr)
Fresh Thyme Farmers Market – (East: 2812 E 3rd St, West: 3600 W 3rd St)
Target – 2966 E 3rd St
Call 211 for essential community services like food, shelter, housing, employment, health care, counseling, clothing, and education.

FITNESS
Planet Fitness: https://www.planetfitness.com/gyms/bloomington
Anytime Fitness: https://www.anytimefitness.com/gyms/2822/bloomington-in-47401/
Orangetheory: https://bloomington-in.orangetheoryfitness.com/
Pure Barre: https://www.purebarre.com/location/bloomington-in
YMCA: https://www.monroecountyymca.org/
Bloomington Body Bar: https://www.bloomingtonbodybar.com/

GENERAL TIPS
Tornado testing happens the first Friday of the month at Noon and 7pm
Find your doctor, eye doctor, dentist, etc. right away and book a new patient appointment. It often takes 6 months lead time for these.
THIS DOCUMENT IS SUBJECT TO CHANGE

This guide is continually being updated and changed as personnel, duties, and organizational structure change. The most up-to-date version of this guide is available digitally on the IU Department of Theatre, Drama, and Contemporary Dance website, at theatre.indiana.edu/faculty-staff-intranet/index.html

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