

Williams Hall

Production Guide and Technical Specifications



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General Information

Performance and Event Management

Below you will find a breakdown of all points of contact in relation to your potential event needs. When initially requesting a booking and eventually confirming a contract, you will be in touch with Heather.Martell@necmusic.edu. Once a date is confirmed for your event, the NEC Manager of Rentals will be your liaison to the Production Team, Recording and Performance Technology Services Team (RPTS), and Box Office Team, and will ensure to put you in contact with each department in relation to your needs. For more information, please review our Appendix Guides A, B, and C, which will be included with your contract for future reference.

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Personnel and Artist Entrances

Entrances to Jordan Hall are limited to the main 30 Gainsborough entrance and the loading dock doors #5 and #6 if requested in advance for equipment load-in.

LOADING DOCKS

The loading docks into Jordan Hall are door #6, which leads to the backstage area of Jordan Hall, and door #5, which leads to Brown Hall (non-elevator accessible). The Jordan Hall loading dock is a single door at street level and has a maximum clearance of 72.5" (184.15cm) high and a width of 41.5" (105.41cm). Once inside, the corridor is 75.5" high (191.77cm) and the door leading into the backstage area is 77.5" clearance (196.85cm) width 35.5" (90.17 cm). The Brown Hall dock is double-doors at street level with a clearance of 81" (205.74cm) and width of 60" (152.4cm) with a ramp grade of 13%.



Vendors

There are no exclusive vendors for production equipment at Jordan Hall. Production Management can make outside vendor recommendations upon request. A Partnership with Rebecca's Food Services is in place and can provide catering upon request.

Drawings and Documents

Drawings and documents are available in PDF format. Please contact the NEC Manager of Rentals to request files.

Recording

Recordings inside Burnes Hall must be approved by the NEC Production Team and RPTS. Charges may apply and Licensee may need to enter into a separate recording rights agreement(s). Once approved, please make arrangements with Production Management and the RPTS team regarding the load-in, setup, and operation of any recording equipment. More information in relation to recording services can be found in NEC's Appendix B, which will be included with your contract for future reference.

Press Information and Guidelines

Any promotional imagery that your organization would like to have added to your event posting on the New England Conservatory website can be advanced with the Box Office team. The image files must have the dimensions of 300x300.

NEC offers poster cases on the Jordan Hall building along Gainsborough Street and Huntington Avenue in which renters can advertise upon request, pending availability. Posters should be no larger than 81" tall by 38" wide. All posters should be confirmed with and then mailed to the attention of Bob Winters, Director of Performance Production.

IT Services

Wireless access is available throughout the building via the "NECGUEST" network.

ADA Accessibility

The building is mainly ADA accessible via elevator at the 30 Gainsborough Street entrance. For performances in Brown Hall, loading dock door #5 must be accessed through NEC's security staff due to lack of elevator service to that specific Hall.

Other Helpful Information

Concert Hall Specifications

Jordan Hall Building

Evolv Security

NEC is pleased to announce a significant security enhancement. Evolv Express security gates are located at the entrances of both the Student Life and Performance Center (SLPC) and Jordan Hall. Each building will now adopt a one-way traffic pattern, marked by signage for entrances and exits.

As you attend events on campus, you'll notice open-air gates equipped with sensor technology at the entrance of each building. These gates, which are also installed in performance venues like Symphony Hall, are intended to detect prohibited weapons that may be concealed in cases, bags, and pockets. We ask that you please allow for a few minutes of additional time for this new process when coming to campus for an event or performance.



Stage Specifications

WILLIAMS HALL

→ Please contact the Rental Office for more information at: rentals@necmusic.edu

The Williams Hall stage measures 28' wide by 14' deep and is 2' higher than the main floor level.

Stage Access from House

There are two small, curving sets of steps on either side of the stage.

Capacity

Williams Hall has a standard capacity of: 190 (112 floor-level + 78 balcony). Maximum capacity is 202 (124 floor level + 78 balcony).

Lighting

Basic white performance lighting is available.

Presentation Systems

No presentation system installed (no audio or video playback). Please contact NEC's RPTS with any further questions.

Audio

Audio recording and amplification services are available for hire through NEC's RPTS department.

1. Schoeps MK5 Small-Diaphragm Condenser Microphones (ORTF Configuration)
2. Grace M108 Microphone Preamp

Video Services

A single camera video recording service is available for hire through NEC's RPTS department.

1. PTZ Optics Move 4K Remote Control Video Camera

Keyboard instruments

There are two 9ft. Steinway D pianos available on the stage in this space.

There is a 7' double manual harpsichord available on stage in this space.

Percussion/Auxiliary Instruments

NEC's Instrument Library contains a varied assortment of percussion and other instruments that may be available for rent for an additional fee based on availability. Please connect with your Rental Manager and the Director of Performance Production for instrument availability and costing.

Large percussion instruments cannot be put on the Williams Hall stage. Please contact the Director of Performance Production and Instrument Librarian with any further questions.

Backstage Areas

There is a backstage entrance-stage left.

GREENROOM/HOLDING ROOMS

NEC has various classroom and practice room spaces available for rent. Please contact the NEC Rentals team for available options.