

# PERFORMING ARTS

## MANNES, JAZZ, DRAMA

### School of Drama Student Handbook Academic Year 2024/2025

Welcome to the School of Drama Student Handbook. Please utilize this as a valuable reference for navigating and thriving in this community.

As a student, the [College of Performing Arts Student Resources](#) page is another invaluable asset for your academic journey. This page offers a wealth of information, tools, and support tailored specifically to enhance your experience within the College of Performing Arts.

The New School offers resources, services, and opportunities to support your time at the university and beyond. Use [Information for Students](#) as a starting point to connect with the university resources you need to thrive.

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#### Staff/Administration Directory

Jermaine Hill	Dean, School of Drama, Associate Dean, College of Performing Arts	hillj1@newschool.edu
Glynis Rigbsy	Associate Professor of Dramatic Arts Program Director, BFA Dramatic Arts	rigsbyg@newschool.edu

Cara Hagan	Associate Professor In Contemporary Theatre and Performance Program Director, MFA CTP	haganc@newschool.edu
Zach Weed	Assistant Director of Academic Affairs	weedz125@newschool.edu
Carli Visconti	Program and Administration Manager	viscontc@newschool.edu
Chantel King	Producer, Theater and Opera	kingca@newschool.edu
Kesli Lavia	Advisor	laviak@newschool.edu

*The School of Drama administrative offices are on the second floor of Bank Street and in Arnhold Hall on the ninth floor.*

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### Important Contacts

- Locker questions? [ArnholdHallLockers@newschool.edu](mailto:ArnholdHallLockers@newschool.edu) or [BankStreetLockers@newschool.edu](mailto:BankStreetLockers@newschool.edu)
  - Program questions? [dramaprogram@newschool.edu](mailto:dramaprogram@newschool.edu)
  - Advising questions? [copaadvising@newschool.edu](mailto:copaadvising@newschool.edu)
  - Academic/Course questions? [copaacademics@newschool.edu](mailto:copaacademics@newschool.edu)
  - Orientation questions? [copaorientation@newschool.edu](mailto:copaorientation@newschool.edu)
  - Commencement questions? [copacommencement@newschool.edu](mailto:copacommencement@newschool.edu)
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### Space Requests and Policies

The College of Performing Arts's rehearsal/practice room booking process enables you to secure the rehearsal/practice rooms you need. This introduction will guide you through the process, providing clear instructions and guidelines to help you make the most of these valuable campus resources.

The College of Performing Arts utilizes a room scheduling software called Asimut. All full-time students enrolled at the College of Performing Arts have access to this system.

Violations of any of the policies contained herein may result in the partial or complete revoking of practice room privileges.

### School of Drama Room Scheduling Information

*For the use of Drama studios at 151 Bank Street and on the 9th floor of Arnhold Hall.*

- Who may reserve Drama spaces?
  - Only full-time degree students in Drama may reserve rooms to rehearse projects.
- What spaces are available for reservation by Drama students?
  - All rehearsal studios at 151 Bank Street and on the 9th floor of Arnhold Hall are available to be reserved by students.

- How do I reserve a practice space?
  - Visit the website: [asimut.newschool.edu](http://asimut.newschool.edu)
  - Log in with your New School email username/password
  - Click the plus icon (+) to create a reservation.
  - Select the day, time, and location you would like to reserve
  - Click save
- How much time can I reserve?
  - Each student has a rolling quota of 6 hours that can be used. This means that after the hour is used, it is reimbursed.
  - There is an open booking horizon of 3 hours. This means you may book available rooms up to 3 hours in the future regardless of how many hours in the rolling quota you have remaining.
- Room Usage Rules
  - Drama students may book drama studios up to 7 days in advance.
  - Students are required to leave a classroom in its default classroom configuration, straightening out the furniture as necessary (see the image posted on the wall of each classroom). You should begin straightening up the room and packing away your items 10 minutes before the top of the hour and exit at least 5 minutes before the top of the hour. This will allow the next class to begin on time.
  - If you are more than 10 minutes late to your student reservation, the room is considered “open,” and anyone may use the room.
  - You may not reserve an empty room by placing your personal items in it.
  - The student who reserved the room is fully responsible for the room, its contents, its cleanliness, and the conduct of any guests. No non-New School guests are permitted without prior permission of the Drama Administration.
  - Please keep noise at a volume that will not interfere with neighboring studio activities. You will be asked to leave if noise or other rehearsal activity impedes classes. Practicing instruments in the 9th-floor studios at Arnhold Hall is also prohibited.
  - We recommend you do not leave valuables unattended in a practice room. Lost and Found is at the security desk as you enter the building.
  - No smoking or vaping. NO open flames – matches, lighters, candles, and other flammable items – are prohibited.
  - Windows must remain closed at all times.
  - Do not nail, tape, or attach anything to the walls, floor, or light fixtures.
  - Equipment, furniture, rehearsal blocks, etc., may not be moved between rooms.
  - A piano must never be placed in room 109 as the weight will damage the sprung floor.
  - Failure to abide by any of these rules will result in loss of room booking privileges.
- All studios/classrooms are equipped with specific classroom supplies necessary for coursework to occur in each room.

## Frequently Asked Questions

### What are the building hours at Arnhold Hall and Bank Street?

Building hours are available on [The New School's building hours page](#). Please be aware of the opening and closing times. IMPORTANT: Availability in the booking system does not guarantee the building will be open. Please check the building schedule, especially during breaks and holidays.

### Why don't I have booking rights?

If you can't access the Asimut booking system, please email [coparooms@newschool.edu](mailto:coparooms@newschool.edu) with your degree program, year in school, and instrument (if applicable) so you can be given booking access manually.

### Who can I contact about room scheduling?

Students should make daily reservations via [asimut.newschool.edu](https://asimut.newschool.edu); however, we realize that sometimes there are special requests/issues. Please contact [coparooms@newschool.edu](mailto:coparooms@newschool.edu) if you need help.

### What if there are changes to my reservations?

Bookings in Asimut may sometimes be rescheduled or canceled due to urgent needs as determined by the administration. We will always do our best to manage these changes fairly and provide as much notice as possible.

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## BFA Dramatic Arts

### Auditions and Casting

Casting for various projects across the College of Performing Arts is done by submission, recommendation, and audition throughout the academic year. Please monitor your new school email and the School of Drama newsletter for performance opportunities.

### Creative Lab/Studio

*Open to 2nd, 3rd and 4th year BFA Drama Students*

[Creative Lab/Studio](#) is an opportunity for BFA Drama students to propose and produce self-directed projects with the resource support of the College of Performing Arts and the guidance of BFA Faculty.

The program provides a testing ground for students to put into practice the skills they are building in Drama classes. It is also a foundation for the creative life of the BFA community, creating a space for students to build relationships with collaborators (new and familiar) and to gather to see each other's work.

Creative Lab/Studio is also modeled as a proto-professional experience for students, exposing them to the demands of project planning that accompany creative work, as well as a space to engage in project development activities, including new play dramaturgy, applied practice of BFA program skills, and exploration of a wide range of theatrical approaches/techniques.

There are two programs: Creative Lab (which supports readings, workshops, devising processes, and other developmental activities) and Creative Studio (a one-credit course that supports a limited number of full productions of student work).

If you have further questions that are not covered in the [Creative Lab/Studio handbook](#), email BFA Creative Studio faculty Jerzy Gwiazdowski at [gwiazdoj@newschool.edu](mailto:gwiadziej@newschool.edu)

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### **Photography/Videography Policy**

No photos or videos will be obtained without prior consent and release. Professional production photos are taken of all mainstage productions.

Showcases and thesis productions may be photo or video captured with prior approval.

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### **School of Drama Newsletter**

Our weekly newsletter includes the latest updates, opportunities, and offers! Please [use this form](#) to let us know about any upcoming news we can share with students, faculty, and staff via the School of Drama weekly newsletter and beyond!

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# THE PILLARS

## REHEARSAL AND PERFORMANCE PRACTICE

A NOTE ON THE ROLE OF INTIMACY DIRECTOR: Intimacy Directors with IDI are highly skilled collaborators trained in movement pedagogy, acting theory, directing, body language, consent, sexual harassment, Title IX, mental health first aid, and, of course, our best practices for Intimacy Direction. The Intimacy Director takes responsibility for the emotional safety of the actors and anyone else in the rehearsal hall while they are present. For this reason, we recommend seeking out a certified Intimacy Director with Intimacy Directors International.

### CONTEXT

Before any choreography can be considered, there must first be an understanding of the story and the given circumstances surrounding a scene of intimacy. All parties must be aware of how the scene of intimacy meets the needs of the story and must also understand the story within the intimacy itself. This not only creates sense of safety, but also eliminates the unexpected and ensures that the intimacy is always in service of the story.

### COMMUNICATION

There must be open and continuous communication between the director, intimacy director, stage management and the actors. This communication includes but is not limited to, discussion of the scene, understanding of the choreography, continued discussion throughout the rehearsal period, frequent check ins during the run, and an openness to dissent any actions in the process. Avenues for reporting harassment must be made available to the entire ensemble.

### CONSENT

Before any scene of intimacy can be addressed, consent must be established between the actors. Permission may be given by a director, script, or choreographer; however, consent can only be given from the person receiving the action. Starting choreography from a place of understanding consent ensures that all parties are clear about to which actions they are consenting, and it provides actors with the agency to remove consent at any time.

### CHOREOGRAPHY

Each scene of intimacy must be choreographed, and that choreography will be adhered to for the entire production. Any changes to the choreography must first be approved by the intimacy choreographer. It is the job of stage management to ensure that the choreography is performed as intended. Stage management must also address any discrepancies that may appear in the rehearsal process and all performances.

### CLOSURE

At the end of every rehearsal or scene of intimacy, actors are encouraged to develop a closing moment between them to signify the ending of the work. This small moment or simple ritual can be used between takes or runs of the scene, and/or upon the close of rehearsal. We encourage this as a moment to leave our characters, relationships, and actions from the work behind, and walk back into our lives. Likewise, we suggest all parties (including outside eyes) exercise proper self-care during and after the run or filming of intimate projects.



INTIMACY DIRECTORS  
INTERNATIONAL

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[info@teamidi.org](mailto:info@teamidi.org)

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## College of Performing Arts Weapons Policy

The use of prop weapons is taken very seriously. It is CoPA's policy that **NO weapons of any kind may be used in class scene work or performances without the prior approval of the Academic Leadership or the Production Office.** "Prop weapons" include replicas, toys, rubber training weapons, wooden casing, and "stage safe" weapons. Weapons from prop storage will only be used for mainstage productions and studio projects under the supervision of the Props Master, Stage Manager and Production Manager. Any other use requires prior permission and supervision from the Production Office or Dean's Office. Weapon examples include edge weapons such as swords, knives, axes, hatchets, razors, pocket knives, whips etc. Firearms examples include pistols, rifles, shotguns, muskets, assault weapons, grenades, explosive devices, etc.

## STANDARDS CONCERNING SLURS - School of Drama

The goal of this protocol is to ease the burden left on impacted students when slurs enter theatrical practice. Further, this protocol aims to let impacted students know that they are not alone, they have a say, and that their community of collaborators will be intentional about their interactions with any slurs that enter the process.

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## Performance Calendar

Performances from students and faculty at the College of Performing Arts break new ground, pushing the boundaries of convention and reinventing traditional forms. Most performances are free for New School students. [Learn more.](#)

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## Musical Ensembles

While many ensembles require auditions to ensure appropriate placement, all College of Performing Arts students are eligible to audition for all College of Performing Arts ensembles, and all students who successfully audition are eligible to participate in any ensemble (pending seat availability) regardless of their program or major. When fewer seats are available than eligible students, priority will be given to students who require an ensemble for degree completion.

### Mannes Large Instrumental Ensembles:

(open to all College of Performing Arts students)

All students interested in participating in the following ensembles must first pass a required placement audition. Please contact [mannesorchestra@newschool.edu](mailto:mannesorchestra@newschool.edu) for information about seating auditions.

[Mannes Orchestra](#)

[MACE: Mannes American Composers Ensemble](#)

Students who are not Mannes instrumental performance majors who are interested in being placed in a large ensemble should contact [mannesorchestra@newschool.edu](mailto:mannesorchestra@newschool.edu) no later than August 24 (but sooner if possible).

For students who do not have a large ensemble requirement in their degree, these courses will count as studio electives (for SJCM students) or general electives (for Drama or MMPC students). Large Ensembles may be used to fulfill MAAME APR requirements.

### **Mannes Small Ensembles:**

(open to all College of Performing Arts students)

Mannes small ensembles rehearse beginning in week 5 of each semester. Small Ensemble classes will receive 15 hours of class time, chamber groups will receive ten hours of coaching, and duos will receive five hours of coaching.

Students interested in small ensemble opportunities must submit a request through the [Small Ensemble Request Form](#) in May for Fall Ensembles/December for Spring Ensembles. As the nature of these ensembles varies across a wide spectrum of chamber formats and genres, please specify as much information as possible when submitting your request. Experiences include Coached Chamber Groups, Small Ensemble Classes, Jazz Ensembles, and various special projects each semester.

A Mannes Small Ensemble will count towards the ensemble requirement for MMPC students, as an elective ensemble for SJCM students, and as a general elective for Drama students. Small Ensembles may be used to fulfill MAAME APR requirements.

For more specific details, please contact [chambermusic@newschool.edu](mailto:chambermusic@newschool.edu).

### **Mannes Opera:**

Vocalists seeking opera performance opportunities must participate in season auditions. Please contact [mannesopera@newschool.edu](mailto:mannesopera@newschool.edu) to schedule an audition. Please also visit the [Mannes Opera Website](#) for more comprehensive information about the 24/25 opera season, auditions, shows, etc. Mannes Opera will always work to incorporate College of Performing Arts students into its process, so students interested in being involved in a project in a non-performance role should directly email opera director Emma Griffin.

Mannes Opera will count as a general elective for MMPC students, as a studio elective for SJCM students, and as a guided theatre elective for Drama students. Mannes Opera may be used to fulfill MAAME APR requirements.

### **School of Jazz & Contemporary Music Ensembles:**

#### **Improv Ensembles:**

(open to all College of Performing Arts students)



Continuing students are able to request specific Improv Ensembles. Any incoming Fall 2024 students looking to participate in those groups will be cast at the discretion of the CoPA Academics team. Continuing MMPC students wishing to participate in Improv Ensembles must fill out and submit a request form shared via email by Amanda Ekery in March (for Fall Improv Ensembles)/October (for Spring Improv Ensembles) ([ekerya@newschool.edu](mailto:ekerya@newschool.edu)), Assistant Director of Academics for the School of Jazz and Contemporary Music. For more specific details on that process, please contact Amanda and/or [copaacademics@newschool.edu](mailto:copaacademics@newschool.edu). Improv Ensembles may be used to fulfill MAAME APR requirements.

### **Elective Ensembles:**

(open to all College of Performing Arts students)

All JCM ensemble requests must be submitted through the [College of Performing Arts Course Permission Request Form](#). Elective Ensembles are auditioned ensembles. Students must be registered to audition for the course and auditions happen during the first class meeting date. Elective Ensembles may be used to fulfill MAAME APR requirements. Below are a handful of ensembles that are being offered, but for a complete list, please browse the [course catalog](#) (filter for “**Elective Ensembles**” in the “Areas of Study” section).

[John Zorn's Cobra](#)  
[Indian Ensemble](#)  
[Blue Note Ensemble](#)  
[Afro Cuban Orchestra](#)  
[Vocal Blues Ensemble](#)  
[Standards](#)  
[Herbie Hancock Ensemble](#)  
[Wayne Shorter Ensemble](#)  
[Cross Genre Improvisation Workshop](#)  
[Joe Henderson Ensemble](#)  
[Super Trios](#)  
[Coltrane Ensemble](#)  
[Mingus Ensemble](#)  
[Electric Miles Ensemble](#)  
[New York City Composers](#)  
[Gospel Chorus](#)  
[Vocal Performance: Rhythm Section](#)

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### **Performance Rights + Use of Rights-Protected Materials**

Performance rights must be acquired in any instances in which content not in the public domain will be performed for an audience, including anyone other than students registered for the course for which the content is being used.

Material performed as part of a dramatic presentation is considered in the “grand rights” (aka dramatic rights) category and is not covered by the licenses with the performing rights societies.

A 'dramatic presentation' is typically defined as one in which the primary motivation is telling a story, and the music enhances the plot.

**The University does not have a blanket license covering playtexts, so individual rights must be acquired for using any play text not in the public domain. This includes end-of-semester showings if anyone outside the class has been invited.** For questions regarding this policy and if it applies to a specific performance, particularly student-produced projects, please contact your program administrator.

For additional guidance on using plays and musicals in educational settings, please consult the Dramatist's Guild's publication, [\*Can I Do That?\*](#)

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## **College of Performing Arts Employment Opportunities**

Student Assistant at Bank Street- [Read more and apply here!](#)

[Do you want to Usher for events and performances at The New School? Learn more here!](#)

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## **Other Resources**

- [University Student Activities](#)
- [Student Organizations](#)
- [Leadership Programs](#)
- [University Student Senate](#)
- [Lectures, Concerts, and More](#)
- [Wellness Events and Groups](#)
- [NarwhalNation](#)
- [Non-Academic Support](#)
- [International Student and Scholar Services](#)
- [LGBTQ Resources](#)
- [Veteran Services](#)
- [First Generation College Students](#)
- [Office of Equity, Inclusion, and Social Justice](#)
- [Title IX](#)
- [New School News](#)
- [New School Free Press](#)