

# Leverett House Library Theater

APPLICATION DUE **JANUARY 12 AT 11:59PM**

## **Spring 2020 Available Residencies:**

Performers may apply for residency in Lev Library Theater for any of the following date slots. Lev Library Theater will grant a maximum of **three** residences for the spring, but applicants may list up to **six** slot preferences.

Feb 4-9  
Feb 11-16  
Feb 18-23  
Feb 25-Mar 1  
Mar 3-8  
Mar 24-29  
Mar 31-April 5  
April 7-12  
April 14-19  
April 21-26

\*residency dates are subject to change at the discretion of the Leverett Faculty Deans.

## **Residency in Leverett Library Theater**

A residency in Lev Library Theater runs from Tuesday through Sunday of the residency week, from 6pm-11pm each night. Performance groups are not guaranteed use of the space before 6pm during their residency.

Residency **does NOT guarantee exclusive use of the space** before 6pm for either rehearsals or performances. Thus, applicants might consider proposing performances involving technical elements that can be struck easily at the end of each night.

Resident performers will, however, be granted access to a storage unit that will be locked up at the end of each night, so they may store a limited number of props and costumes for their performance. Set pieces may be left out during the day, but should be out of the way of any potential daytime functions (luncheons, meetings, etc).

Applicants who believe they may not need the entire six-day residency should specify in their application, and suggest an alternate production/technical calendar for their performance.

## **Applicant guidelines**

1. Lev Library is a unique theater space on Harvard's campus: the library aesthetic, open floor plan, and multi-leveled surfaces create opportunity for a variety of nontraditional productions. Prospective applicants should clarify why their production is suited for Lev Library.
2. Promotion of the arts through Lev Library will expand beyond the walls of Leverett House. Lev Library will serve as a theater space open to the entire Harvard community. However, due to the inherent nature of a competitive application process and limited space, priority will be given to productions that are conceived or devised by members of the Leverett community.
3. The Leverett House arts community is dedicated to the promotion of new work: whether this means that a production is student-written or devised, utilizes the space in an unprecedented way, or promotes the development of a new student or ensemble's work, productions that encourage new work to enter the Harvard arts scene will also be given priority in the application process.

### **Technical guidelines**

1. **General:** you may direct all general inquiries about the application, residencies, or technical guidelines to Lev Library Theater student manager Margaret Canady, [mcanady@college.harvard.edu](mailto:mcanady@college.harvard.edu)
  - a. All technical decisions in Lev Theater are made at the discretion of Leverett Faculty Dean, Brian Farrell.
2. **Lighting:** you may coordinate with Tom Morgan, OFA Technical Director for College Theater, to discuss the current repertory light plots, focus, and any other technical support you might need from the OFA.
3. **Set:** You may bring set pieces such as furniture and other props into the Lev Library. However, you may not construct flats or walls out of lumber in the Lev Library. The doors are not large enough to load such items into the Lev Library. You may not screw, nail, rig, or bolt into the walls or floors. You may not hang soft goods from the ceiling, but may hang them over windows. You may station curtains or dividers to create a faux backstage.
  - a. Any set pieces that obstruct the space for use during the day must be put away at the end of the evening's performance or rehearsal.
  - b. Any taping on the floors or walls should be Gaff tape, and should not damage any painting or finishing when removed.
4. **Painting:** You may not paint in the Lev Library. However, you may paint in the adjacent Art Room (subject to its availability), and bring in any painted props or pieces.
5. **Costumes and props:** You may store your costumes and props in the mobile storage unit that will be locked up at the end of the day.
6. You may not move any furniture that is the property of Leverett House out of its designated room.
7. You may not use water, fire, or smoke in your production.

8. Due to fire code, all exits must remain unobstructed.
9. The maximum capacity for the theater is 75 people, audience and performers included. There are folding chairs, which you may arrange to your liking.
10. The Library Theater is equipped with a projector, screen, and window shades, all of which are easy to control from an AV panel located at the bottom of the stairs.
11. You are responsible for all clean up and strike following your residency.
12. Performances and/or rehearsals may not extend past 11pm.

# APPLICATION

Assemble the following information into a single pdf document and send it to the Leverett House Theater team: [levtheatre@gmail.com](mailto:levtheatre@gmail.com)

Application due **SUNDAY JANUARY 12 at 11:59pm.**

## Application Components

### I. Performance Description

- Title of performance:
- Type of performance (play, musical, dance, etc.):
- A ranked list of your preferred residency slots. You may list up to six preferences, but only three residencies will be accepted for Spring 2020.
- Description of performance (fewer than 250 words):

### II. Staff

- Please list all confirmed staff members, along with their house affiliations and graduating years. **Please highlight any Leverett affiliations on your staff.**

### III. Statements

- The director and producer should each compose a statement of fewer than 500 words.
  - Director: Why this production? Why Lev Library? How does this show fit into Lev Library's mission of developing new forms of theater or new theater artists?
  - Producer: How do the technical specifications of Lev Library align with the technical goals of this production? Why will members of the Harvard community take the time to see this show?
- Please provide a sketch or plot of the proposed set, including the proposed seating arrangement for audience members. How are you going to use the space?

- Please provide a written sample of at least 5 pages if the show is student written or devised.
- The director and producer should attach their artistic resumes.

#### **IV. Budget and rights**

- Please submit a detailed budget proposal. Lev Library Theater does not provide any funds or stipend for performers, but recommends that performers apply for grants from appropriate sources: OFA, UC, etc.
- All formal correspondence with publishers and copyright management companies can be handled through Dana Knox, OFA Production Coordinator ([danaknox@fas.harvard.edu](mailto:danaknox@fas.harvard.edu)). This process will begin after you have been confirmed space with Lev Library.