

# Amarillo Little Theatre Academy Vision and Goals

The 3 E's of the ALT Academy:

## **Education:**

Our ultimate goal for our students is to learn and develop an appreciation for the fine arts. We want to educate our students so that they are confident in any setting. We want to be able to teach them life skills such as communication and collaboration with others. If the student is specifically going into a career in the arts, we want to prepare them so that they have a good vocabulary and the experience to excel at the next level in their arts journey.

## **Environment:**

The goal for the environment of the Academy is for it to be encouraging, uplifting, positive and inclusive. At ALT Academy, students should feel valued, loved and cared for. This coincides with the overall mission of Amarillo Little Theatre at large which is: "ALT enriches our community by fostering an inclusive environment of education, encouragement and entertainment through the creative expression of the arts."

## **Entertainment:**

ALT Academy will produce three shows each season. These three shows will be selected based on the opportunities they provide to learn about different theatrical styles and strengthen our students' talents. Throughout the rehearsal and performance process, we would like to see students grow in their acting, singing and dancing capabilities as well as to learn the value of hard work ethic and teamwork. Our rehearsal and show preparation process will also lend education and experience for students wanting to learn the technical and backstage processes such as sound, design, running crew and costume assistance. Ultimately, our goal for each production is to present high quality live theatre, showcasing how hard work, dedication and team effort by the cast and crew can impact the community.

## **General Expectations:**

Below is a list of general expectations for students and families involved in the ALT Academy. The leadership of the ALT Academy is committed to reflect and model these same expectations. We will do our best to communicate with students and families effectively, efficiently and in a timely manner as needed.

- We expect our students to follow the rules and guidelines of the ALT Academy.
- We expect our students and families to be respectful and kind to others.
- We expect our students and families to read, understand and support the ALT Academy vision.
- We expect our students and families to be respectful of all levels of leadership of the Academy.
- We expect conflict to be dealt with in a kind and healthy manner.

## **Class Expectations:**

As stated in our Academy guidelines, we expect our students to attend classes consistently, not be any earlier than 10 minutes, strive to be on time to class, and be picked up promptly after class ends.

We expect our students to be respectful to all students in the class as well as the instructor. Students are expected to participate and bring necessary materials to class. Students are not allowed to have gum or to utilize cell phones during class.

Students should wear appropriate attire and shoes to class. Check with your instructor to determine what is appropriate for the specific class you are taking. If students do not adhere to these class expectations, then the student may be asked to sit out of that class period. If the student is repeatedly asked to sit out of class, the parent may be contacted to discuss the issue.

In order to achieve our in-class goals, families will not be able to watch classes. Some classes will have watch days or showcases. In those instances, individual teachers will notify families of those opportunities.

## **Audition Process**

Three times each season, currently enrolled students of the ALT Academy will have the opportunity to audition for a show. An Audition Packet will be posted on the Academy webpage of the ALT website that will include all of the instructions and information regarding auditions. In order to best prepare for the audition, you will want to thoroughly read through the packet and fill out all necessary forms within the packet. While preparing, it is appropriate to reach out to your ALT instructor(s) to ask for advice or coaching on your audition.

Once the production team has seen all auditionees, they will prepare a list consisting of anyone that they would like to invite to callbacks, which is a more in depth audition. An auditionee who finds their name on the callback list is not guaranteed a role in the show. Likewise, an auditionee not on the callback list may still be cast and should still check the final cast list. Callbacks will consist of material provided by the production team. Because ALT Academy is an educational setting, many different factors are considered when casting a show. Some things to keep in mind when auditioning:

1. We have no doubt that many talented students will turn out for auditions. There are limited roles in any given production, and thus the Director(s) will not be able to cast everyone who auditions.
2. Casting will be based on your audition, so preparation is key!
3. The Director(s) will review conflicts to ensure that the student is able to commit to the rehearsal and show requirements. Therefore, please be as specific as possible when listing your conflicts.
4. Casting decisions are made by the director based on the audition and their vision for the production.

The production team is available to support the Director, but does not influence casting.

We are always proud of our students, especially when they are brave enough to audition for shows. While the process can seem scary, our desire is for the audition process to be a great, positive learning experience for students. In any given audition process, the Directors' final casting decisions should be respected. However the Academy Director is always happy to provide feedback on auditions (whether the student was cast or not) so that the student can continue to learn and grow in their craft.

If a student or family member has any questions regarding the audition process, don't hesitate to reach out to the Director(s) of that particular show.

## **Audition Expectations:**

With any ALT Academy audition, students are required to be currently enrolled in at least one class. You will need to thoroughly read the audition packet, print and fill out any forms needed, and prepare your audition according to the specifications of the packet.

We expect students to come into auditions prepared and to be respectful of each student in the room. This means no talking while others are auditioning. If in the waiting room, keep your noise level to a minimum. Be respectful to those conducting the auditions, from the audition monitor to the Director(s).

## **Show/Rehearsal Expectation:**

Information regarding details for each show will be given to students and families at the initial cast meeting. This meeting date and time will be specified on the cast list.

Students should come to rehearsal prepared and with necessary materials. Students should be on time and attend every rehearsal they are called for unless on the approved conflict sheet. Students should be on time to rehearsal, but also not arrive more than 10 minutes early to rehearsal. This is for the safety of your child as well as out of respect for others utilizing the space. In the same regard, students should be picked up from rehearsal on time out of respect for the adults having to stay until your child is safely picked up. We will also do our best to adhere to our rehearsal schedules, however at times some rehearsals may run long. In those instances, we will notify parents utilizing the Remind app.

Because rehearsals are limited, students are expected to work on lines, choreography and music at home, outside of rehearsal time in order to be completely prepared.

During rehearsal and performances cell phone usage and gum is prohibited.

If you have to miss a rehearsal due to an emergency or sickness, it is your job to be caught up and prepared before your next rehearsal. You can accomplish this by contacting a production team member prior to your next rehearsal.

Please do not change your appearance before speaking to your Director(s), specifically with regards to haircut, color and permanent jewelry.

We expect all students to be kind and respectful to one another as well as any adult working on the show. When Directors are giving notes, it is your responsibility to be engaged and listen as the notes are given. Should you have a specific question about any note given to you, contact your director after the rehearsal.

Students should have good dressing room etiquette and take care of our facilities. Dressing room cleaning assignments will be given and students should help clean at their scheduled time. If a student is assigned to a dressing room a designated area will be given for personal belongings. Students should keep their items in their areas and be respectful of others belongings.

## **Conflict Resolution Guidelines**

In any organization, conflict resolution and various discipline protocols need to be developed, clearly communicated, and adhered to. While our main goal with our program is providing extensive education,

creating a positive environment, and providing quality entertainment, we understand that conflict and frustrations may arise. We are not a perfect organization by any means, but our desire is to continue to learn and grow in our leadership.

While conflict can be stressful and difficult, here are a few guidelines that may help:

1. If you have a frustration, determine the root of the frustration. It is always best to handle any frustration quickly and kindly with the person(s) involved. Whether this is student to student, student to instructor/director, parent to instructor/director, or even parent to parent, the best first step is always to go directly to the person to set up a time to discuss the particular incident.
2. It is important to approach conflict with kindness and a willingness to be open and to hear each person's perspective. You never know what someone else might be dealing with. Listening, empathizing and being open to realizing your own possible fault in any given situation can go a long way.
3. If for some reason, the conflict cannot be resolved between the parties affected, further discussion may need to occur. Depending on the situation, it may be necessary to be sure students, families and the Academy Director are notified of the situation in order to work together to come to a resolution.
4. In some circumstances, the Academy Director may find it necessary to pull in the Managing/Artistic Director as a last result to help come to a resolution.

The bottom line is that it is always best to handle conflict quickly and with the right people. Bringing concerns and/or conflict to leadership will allow the opportunity to come up with an effective resolution, so that everyone involved is able to learn and grow from the situation. It is a good guideline to not sit too long with any given frustration or situation because when doing so, frustrations build and the situation may become more complicated than needed. It is a responsibility of the leaders of the Academy to protect the environment that your student is a part of and therefore, we want to be available to help resolve conflict quickly and effectively.

## **Protocols for not meeting ALT Academy Expectations**

Because it is important to maintain the vision and culture of the Academy, we will continue to implement protocol when expectations and guidelines are not followed.

1. If a student fails to meet an expectation, they may be pulled aside by the instructor/director to discuss the issue. The instructor/director and student will work toward correcting behavior so that learning can continue.
2. If the issue continues or is more severe, the ALT Academy Director will contact the student's parent/guardian to discuss the incident. The goal will be to discuss what happened and what steps need to be taken to resolve the issue.
3. If we begin to see a pattern of behavior for not meeting expectations, there may be a dismissal of that student from that class or production.

As always, the ALT Academy prioritizes protecting the students, culture, environment and vision of the ALT Academy. Each situation is going to be different and will be handled at the discretion of the ALT Academy Director. Conversations will be documented so as to have a way to look back on previous issues and more importantly to be able to see hopeful future growth in the student!