



BRINGING MUSIC
TO THE ADIRONDACKS
SINCE 1915

2019 EMERGING
ARTIST HANDBOOK

Dear 2019 Seagle Music Colony Artists:

We would like to welcome you to what we hope will be one of the best summers of your life thus far. We take pride in being able to offer young people that come to our program each summer not only a vast amount of experience in and knowledge of opera and musical theater, but also friendships and memories that will last a lifetime.

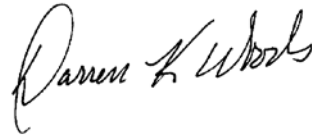
Enclosed in this booklet is a myriad of information that will help make your summer at Seagle Music Colony more enjoyable. Please take some time before you arrive for the summer to look through it and familiarize yourself with the contents.

You are all emerging artists with us this summer because we believe in your talent, and we can't wait to begin working with each of you to hone your talents and also to have a great summer. Take care and we'll see you very soon.

Warmly,



Tony KostECKi
General Director



Darren K. Woods
Artistic Director

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Getting to Seagle Music Colony

If driving

From the South:

Follow I-87 to exit 27. At the bottom of the ramp, turn right.
Turn left onto US Hwy 9 toward the Town of Schroon Lake
Go approximately 4 miles to Charley Hill Rd. Turn Left.
Go 2.2 miles to The White House and driveway to the theatre.

From the North:

Follow I-87 to exit 28. At the bottom of the ramp, turn left.
Cross under I-87 and go to the blinking red light. Turn right.
Go 4.2 miles (through town) to Charley Hill Rd. Turn right.
Go 2.2 miles to The White House and driveway to the theatre.

If arriving by rail or air

We suggest you make your rail or flight destination Albany, NY. Arrangements can be made to meet you and bring you to the Colony from there. Call Tony Kostecki at 518.532.7875 or tony@seaglecolony.org to schedule a pick-up. Please advise him as early as possible of your travel arrangements and any changes should they occur. Albany is 90 miles from the Colony and several volunteers are needed in advance to coordinate group pickups. Last minute notification of travel plans may require that you take the bus from Albany to Schroon Lake. We'd like to avoid that if at all possible.

WHAT TO BRING

It can be cold or hot in the mountains! Linens and some blankets are provided by the Colony. Because nights can get quite cold (sometimes in the low 40's!) we suggest that you bring extra blankets along if traveling by car or you can ship them to the Colony before your arrival. Also be sure to bring:

- An umbrella
- Warm sweaters or a jacket
- Flashlight
- Walking shoes, Hiking shoes if you like the woods
- Rainwear
- Performance clothes for Formal and Semi-formal concerts (Tea-length/Floor-length dresses for women and Suits/Jacket & Tie, Tux if owned, for men)
- Sunday dress clothes & dress shoes for Vespers
- SWIM WEAR!
- Work or rehearsal clothes
- Bath & beach towels
- Summer clothes
- Character Shoes
- Tap Shoes – if owned
- **Insect repellent**
- **Please look for a special note from our wig and makeup department.**
- A GREAT ATTITUDE

ADDRESS

Mail and packages may be addressed to you in care of:

**Seagle Music Colony
999 Charley Hill Road
Schroon Lake, NY 12870-9745**

REPERTOIRE

Bring music for everything you want to sing: solo repertoire, church music, arias, art songs, music theater pieces, music for master classes, music for lessons and coachings. You will have many performance opportunities. Your private coaching sessions are your time to work on whatever repertoire YOU want to work on.

GUESTS

Because of the large number of students and faculty at the Colony, it is not possible to have guests on campus. There are several pleasant motels in the Town of Schroon Lake and we will be happy to inform you of them. A good resource for information about Schroon Lake is the Chamber of Commerce Website at www.schroonlakeregion.com. Guests can sometimes be accommodated at meal times for a nominal fee. Guests in the dining room must be cleared with the General Director or Artistic Administrator one week prior to their arrival. As there is limited seating in the dining room, not all requests will be able to be honored.

PETS

ABSOLUTELY NO PETS!

A NOTE FROM THE MAKE-UP AND WIG DEPARTMENT

FOR WOMEN: bring a foundation make-up that matches your skin tone, one blush in a natural color, light pinks or coral tones, and one that is a bit "high fashion" or brighter tones of pink or rose, some natural eye shadow, eye liner, eye brow pencil, mascara, and/or false lashes (not too big!) and translucent powder. You should also have a set of various make-up brushes and powder puffs with them. Also bring make-up sponges and bobby pins.

FOR MEN: bring a foundation color that matches your skin tone, an eye brow pencil that matches their brow color, and eye liner, preferably a pencil: brown for Caucasian men, and black for African-American men, and translucent powder. You should also have a selection of make-up brushes, powder puffs and make-up sponges.

Both men and women should have some form of hair product to control their hair, spray for women, and gel or mouse for men. Women may want to bring their hot rollers, electric curling irons, blow driers and any other appliances that they may need for the Gala and for use in productions. Men should be reminded that unless specifically asked for, they should come to ALL dress rehearsals and performances clean shaven. Men should also note not to arrive for the summer with shaved head or a buzz cut. Please let your hair grow and we will cut it for specific shows if needed.

You will want to bring your make-up in a small tackle box. Any specialty make-up will be provided by the company. If you are in one of the touring shows you will want to keep your kit small for travel.

OTHER GOOD INFORMATION ABOUT THE COLONY

The Colony is located about 3.5 miles from town, in a rural setting. If you are not driving, a bicycle might prove to be useful. It's an easy coast to town, but a tough uphill return. Most airlines will allow you to check a bike, but please notify Tony so that transport arrangements can be made from Albany to Schroon Lake. Basic necessities can be found in Schroon Lake. Wal-Mart is 25 miles away in Ticonderoga; another in Glens Falls (50 miles away) along with Sears, Target, JCPenny and a host of other stores that you may need. Your only real option for getting laundry done is the Laundromat in downtown Schroon Lake or with your host family. No laundry facilities are available at the Colony.

General Seagle Music Colony Information

1. Daily Schedule

8:00 am. Breakfast at the White House
9:00 am. Class Session
10:00 am. – 1:00 pm. Voice Lessons and Coachings. Theatre duties as assigned
1:00 pm. Lunch at the White House
2:00 pm – 5:00 pm. Mainstage Rehearsals
6:00 pm. Dinner at the White House
7:30 pm – 10:30 pm. Mainstage Rehearsals/Performances

2. Check-In Auditions

The first day at the Colony, all emerging artists will sing a “check-in” audition to assess where you are at the beginning of the summer. This assessment will give the faculty and staff a starting point to measure your progress throughout the season. You should choose a song or aria that you sing best – opera, musical theatre, art song, or whatever. Just to be clear – SING WHAT YOU SING BEST, WHAT YOU LOVE SINGING!

3. Class Time

Classes will be held every morning at 9 am and all emerging artists are required to attend. PLEASE DO NOT BE LATE. Classes will range from acting, diction and choreography, to audition strategies and career planning. A significant number of classes will be mock auditions, to give you a chance to get up, present an audition and receive immediate feedback on what you did well and advice on how to improve your auditions. A class schedule will be posted early in the summer with sign-ups for the mock auditions.

Additional masterclasses will be scheduled throughout the summer, and emerging artists are encouraged to attend if they are not otherwise committed to a lesson or coaching. The voice teachers and coaches will also hold studio classes for their students.

4. Duties

The Colony is a self-sufficient program, and everyone helps by participating in daily assigned duties. Periodically throughout the summer, the theatre and costume crew will require additional help and emerging artists are asked to help as they are able.

In addition each emerging artist will be assigned a one-hour per day kitchen, maintenance, or administrative duty. These duties involve setting up for or cleaning up after meals, with a few jobs in the theatre or office. These duties are important to the efficient running of the colony, so if you are not able to be at your assigned duty for any reason, it is your responsibility to find a substitute. Outlines of the various duties are included in this handbook, and we will spend time reviewing the jobs during the first day orientation.

5. Housing

Housing is provided for all emerging artists, faculty and staff. Please be respectful during your time here and treat the buildings kindly. Most of the housing facilities have private rooms, but there are a few rooms with double occupancy. Since there are a number of people living in each cabin, please be considerate of each others needs. Be aware that some people require more down time than others, and possibly at different times than yours. Social times and parties are fine, but make sure that you are aware and considerate of the others who are living where you are.

General maintenance and cleaning is provided for each cabin. Cleaning of common areas (living room, kitchen and bathrooms) is done on a regular weekly schedule. Please be respectful of this schedule and do not be in the common areas during these times. For example, if you are using the

bathroom during a cleaning time, the custodian will not be able to clean that area and it will be skipped until the next scheduled time. You are responsible for cleaning of your individual room, dishes and all other cleaning. With the exception of "Libretto" and "Allegro" the cabins are fairly old. Even though extensive "make ready" maintenance is done prior to opening, unexpected problems may occur within the cabins. Early in the summer, each cabin should elect a representative who will be responsible for communicating with the Company Manager (Sarah Lockwood) or Emerging Artists Committee representatives (TBA) about an issues needing attention. Trash is picked up from common dumpster areas twice weekly.

In the older cabins we are in the process of updating the electrical systems. At this time NO EXTENSION CORDS can be used in any of the older cabins. Because of the older wiring, extension cords are a fire hazard and the will be removed when found during any maintenance activity or inspection.

The plumbing in all the buildings are septic systems and again, many are fairly old. The nature of septic systems is that they are capable of handling, to put it delicately, only that which is eliminated from your body naturally and toilet tissue. Sanitary bags are provided in all cabins to dispose of any feminine hygiene products, condoms, hair balls, etc. **DO NOT ATTEMPT TO FLUSH ANY OF THESE ITEMS DOWN THE TOILET.** You will create a major problem for all if you do so.

PLEASE NOTE: Upon your check-in for the summer, we will collect a \$200.00 refundable Housing Security Deposit. The Housing Security Deposit can be paid by cash, check, credit or debit card. The Housing Security Deposit will be refunded upon check-out at the end of the summer minus any cleaning and damage charges incurred by the emerging artist during the course of the summer. A schedule of damage charges will be distributed prior to departure. Common area damage charges will be distributed evenly among all emerging artist residents of the housing unit.

6. Telephones and Computers

Telephones are provided in each cabin with calling plans that include unlimited local calls as well as unlimited long distance calls within the US. Since there are a number of people using each phone, please be aware of the amount of time you are on the phone. Cell phone reception on the hill is spotty, and dependent on your provider and phone. Cell reception in town is good.

Wireless high speed internet is available campus-wide beginning in 2018. A public-access computer and printer will be available at the back of the theater.

7. Absence

We expect you to dedicate your summer at Seagle Music Colony solely to the Colony to maximize your benefits from this experience. Please do not PLAN any time away without prior approval from the General Director (Tony Kostecki). Obviously, in the event of a personal emergency, we will assist you, however necessary, in responding to your personal situation.

SEAGLE MUSIC COLONY DRUG-FREE CAMPUS POLICY

Purpose and Goal

Seagle Music Colony is committed to protecting the safety, health and well being of all employees and artists on our campus. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free campus program that balances our respect for individuals with the need to maintain a drug-free environment.

- This organization encourages employees and artists to voluntarily seek help with drug and alcohol problems.

Covered Persons

Any individual who conducts business for or represents the organization, is applying for a position, is conducting business or representing the organization on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to executive management, full-time employees, part-time employees, contractors, artists and interns.

Applicability

Our drug-free campus policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours and whenever conducting business or representing the organization.

Prohibited Behavior

It is a violation of our drug-free campus policy to use, possess, sell, trade, and/or offer for sale illegal drugs or intoxicants. Alcohol abuse is also a violation of the policy.

Other Considerations

By New York State law, any person under the age of 21 cannot be served alcohol under any circumstances. Employees and artists are expected to abide by this law and to take the necessary actions to support same. Additionally, drinking and driving is extremely dangerous and should be avoided. When required to drive, employees and artists are expected to not drink at all if under 21 and to drink responsibly if they are over 21. Further, they are encouraged to always have a designated non-drinking driver.

Notification of Convictions

Any covered employee, representative or artist who is convicted of a criminal drug violation must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Consequences

One of the goals of our drug-free campus program is to encourage employees/representatives/artists to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free campus policy, the offer of employment or position as an artist can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

If an artist violates the policy, he or she will be subject to progressive disciplinary action that may end in expulsion from the artist program. Nothing in this policy prohibits the artist from being disciplined or expelled for other violations and/or performance problems.

Assistance

Seagle Music Colony recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, artists and representatives, our drug-free campus policy:

- Encourages employees/representatives/artists to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees/representatives/artists to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

For Employees: Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

For Other Representatives and Artists: Financial responsibility for recommended treatment belongs to the representative or artist.

Confidentiality

All information received by the organization through the drug-free campus program is a confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free campus is achieved through cooperation and shared responsibility. Employees, artists and management have important roles to play.

All employees, artists and representatives are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees, artists and representatives are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees/representatives/artists of the drug-free campus policy.
- Observe employee/representative/artists performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees/representatives/artists as to expected performance improvement.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free campus policy to supervisors, employees, artists and representatives is critical to our success. To ensure all effected persons are aware of their role in supporting our drug-free campus program:

- All employees/representatives will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees/artists/representatives.
- The policy and assistance programs will be reviewed at safety meetings.



SEAGLE MUSIC COLONY SEXUAL HARASSMENT POLICY

Introduction

Seagle Music Colony is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Seagle Music Colony's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Seagle Music Colony. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Seagle Music Colony's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Seagle Music Colony. In this sense, the policy also applies to Seagle Music Colony Emerging Artists and Seagle Music Colony Board Members and Seagle Music Colony Guild Members engaged in volunteer activities. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Seagle Music Colony will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Seagle Music Colony who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or General Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Seagle Music Colony to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Seagle Music Colony will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

possible sexual harassment occurring. Seagle Music Colony will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. Seagle Music Colony will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the General Director.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Seagle Music Colony cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or General Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the General Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the General Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Seagle Music Colony will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the General Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Seagle Music Colony but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Seagle Music Colony, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Seagle Music Colony does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is

reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

2019 Seagle Music Colony Summer Schedule – *subject to change*

Date	Event	Time	Place
June			
2	Tech Staff Arrive		
15-16	Emerging Artists Arrive		
17	Artist "Check-In" Auditions	2:00	OSM Theatre
17	Guild Welcome Dinner	6:00	Shames Rehearsal Hall
22	OLD FRIENDS AND NEW	8:00	OSM Theatre
26	Season Preview Concert	1:00	The Sembrich Opera Museum
July			
3	Voice Teachers Arrive		
3, 5, 6	EVITA	8:00	OSM Theatre
4	Parade/Patriotic Concert	TBD	Schroon Town Park
4	Voice Lessons Begin	10:00	
5	EVITA	2:00	OSM Theatre
7	DAY OFF		
9	MONKEY & FRANCINE	10:00	Tannery Pond
9	MONKEY & FRANCINE	6:00	Elizabethtown Social Center
10	MONKEY & FRANCINE	10:15	Ticonderoga Festival
13	MONKEY & FRANCINE	10:00 & 11:30	Boathouse Theater
13	Seagle Music Colony Gala	6:00	SMC Campus
17	MONKEY & FRANCINE	10:00	Bolton Landing
17, 19, 20	MARRIAGE OF FIGARO	8:00	OSM Theatre
19	MARRIAGE OF FIGARO	2:00	OSM Theatre
21	DAY OFF	9:00	Shames Rehearsal Hall
21	Guild Piano Concert	5:00	OSM Theater
26-28	SMC Alumni Weekend		Various
27	BILLY GOATS GRUFF	10:30	Chestertown
31	MANCHURIAN CANDIDATE	8:00	OSM Theatre
August			
1, 3	MANCHURIAN CANDIDATE	8:00	OSM Theatre
2	MANCHURIAN CANDIDATE	2:00	OSM Theatre
4	DAY OFF		
7	Guild Luncheon	11:00	Sagamore Resort
10	Final day of Voice Lessons		
11	Voice teachers depart		
11	Vespers Concert	5:00	OSM Theatre
11	Annual Meeting of SMC	6:00	OSM Theatre
14, 15, 17	OKLAHOMA	8:00	OSM Theatre
16, 17	OKLAHOMA	2:00	OSM Theatre
17	Sweet Endings	post show	Shames Rehearsal Studio
18	Vespers Concert	5:00	OSM Theatre
18	Christmas Dinner/Suppressed Desires	?	OSM Theatre
19	Emerging Artists Depart		

Emerging Artist Job Responsibilities

Breakfast Crew – 3 or 4 people

Breakfast crew duties include, but are not limited to:

Set-up for breakfast (cereal, fruit, yogurt, bread, butter, milk, juice, etc)

Put away any dishes from dinner

Ring the bell at ½ hour to breakfast and at breakfast time

Turn on High Temperature Dishwasher.

-- Turn on water heater, wait about 15 minutes

-- Close doors on machine, and turn on temperature gauge

Take chairs off of tables

Put out tea for lunch

Communicate with Cook regarding needs for breakfast

Cleanup breakfast

Tuesday & Friday – put trash cans out on driveway

Waitrons (Lunch/Dinner) – 2 each for lunch and dinner, begin one hour prior to meals

Waitron duties include, but are not limited to:

Unload dishwashing machines; put away any dishes from previous meal

Set tables for meals, including all silverware, glasses, etc.

Ring the bell ½ hour before the meal and at meal time

Check with Cook on meal, and set tables as requested (use real dishes)

-- Plastic dishes may be used for condiments, sauces, etc, if it has to be thrown away after the meal

Put ice in all glasses

Put out tea and water for all tables

Help put out food as it is ready

Make sure all supplies needed for meals are under serving table – napkins, trashbags, plastic bowls, etc.

Choppers (Lunch/Dinner) – 2 or 3 per meal, begin one hour prior to meals

Choppers duties include, but are not limited to:

Help Cook in the kitchen by preparing salads, fruit salad, etc.

Prepare necessary condiments for meals

Help put food in dining room as it is prepared

Bus People Dish Washers (Lunch/Dinner) – 3 per meal

Dish Washers duties include, but are not limited to:

Person 1 (outside dishwashing room)

-- Scrape plates with spatula, stack neatly

-- Transfer dishes to counter outside dishwasher room as space is available

-- Help put away clean dishes (only dinnerware should be in the dishwashing room; all serving bowls should be in the kitchen)

-- Help clear all dishes from dining room

Person 2 (inside dishwashing room)

-- Load dishes onto trays

-- Run through dishwasher (let the rinse cycle complete)

-- Take dishes out, stack neatly on counter above ice machine

-- Help put away clean dishes (only dinnerware should be in the washroom; all serving bowls should be in the kitchen)

Person 3 (in dining room)

- Help clear dishes off tables (all dinnerware to washroom, all large serving bowls and pots/pans to kitchen)
- Help put away dishes when they are dry
- Take out trash after cleanup is over

Lunch: Leave the dishwasher on, but wipe off all surfaces and clean out sink grate

Dinner: Turn off temperature controls and water heater and drain the dishwasher. Wipe off all surfaces and clean out sink grate

Pot Scrubbers (Lunch/Dinner) – 2 for each meal

Pot Scrubber duties include, but are not limited to:

- Wash and sanitize all pots and pans used in the kitchen – anything that goes on or in the stove/oven must be washed in here, not in the dishwashing room
- Help wash and sanitize any extra dishes from the pantry, especially big bowls
- Help take out all trash from kitchen

Storage/Label/General Cleanup (Lunch/Dinner) – 2 each meal

General Cleanup duties include, but are not limited to:

- Label/store or dispose of leftover food
- Help with dining room clean up
- Help take out trash
- Lunch – Put tea out for dinner**

Sweeper/Mopper (Lunch/Dinner) – 1 or 2 per meal

Sweeper/Mopper duties include, but are not limited to:

- Help clear out dining room
- Wipe off all tables
- Sweep and mop the dining room after meals
- Help take out all trash from dish room and dining room
- Restock supplies under serving table – napkins, trash bags, plastic bowls, etc.

Theatre/Rehearsal Building – 1 person

Theatre/Rehearsal Building duties include, but are not limited to:

- Sweep floors (rehearsal room and theatre, but not stage) every morning
- Fill up supplies in bathrooms in theatre, backstage and rehearsal hall (toilet paper, paper towels, soap, empty trash as needed)

Office/Librarian – 2 people

Office/Librarian duties include, but are not limited to:

- Copy music and prepare folders for Vespers Concert rehearsals
- Help distribute and collect folders for Vespers Concerts
- Be in the office one hour each morning as needed

Note: You are responsible to assure that your daily duties are fulfilled. If you have a conflict or are not available to fulfill your assigned duties, it is your responsibility to find someone to do them for you. Of course, personal emergencies are excepted.

Job duties will be assigned before your arrival this summer and you will be notified and trained on the first day of the summer.

2019 Seagle Music Colony Faculty & Staff

Administration

General Director	Tony Kostecki
Artistic Director	Darren K. Woods
Managing Director/Technical Director	Jim Koehnle
Company Manager	Sarah Lockwood

Voice Faculty

Byron Jones
Stephen Lusmann
Chad Payton

Music/Coaching Faculty

John Cockerill
Eric Frei
John Heaney
Jennifer McGuire
Ciyuan Zhu

Production Staff

Director of Productions	Richard Kagey
Stage Directors	Candace Evans
	Richard Kagey
	Kyle Lang
Production Stage Manager	Jerry Smith
Stage Manager	Madeleine Ash
Stage Direction Intern	Joshua Cook
Technical Director	Jim Koehnle
Lighting Designer	Danielle Verkennes
Prop Artisan	Audrey Lockwood
Scenic Artist	Evan Johnson
Carpenters	Gabi Ramsundar Carattini
	Max Wilhelms
Stage Intern	Mahaley Reed
Set Designers	Richard Kagey
	Jim Koehnle
Costume Directors/Designers	Aaron Chvatal
	Pat Seyller
Wardrobe Steward	Elana Pinkham
Costume Intern	Kathryn Williams
Wig & Makeup Director/Designer	Steven Bryant
Wig & Makeup Assistant	Hannah Hiers
Executive Chef	Gerry Edwards
Assistant Chef	TBA
Custodian	Eric Kephart
Piano Technician	John Trainer

Seagle Colony Housing Assignments- Summer 2019 – subject to change

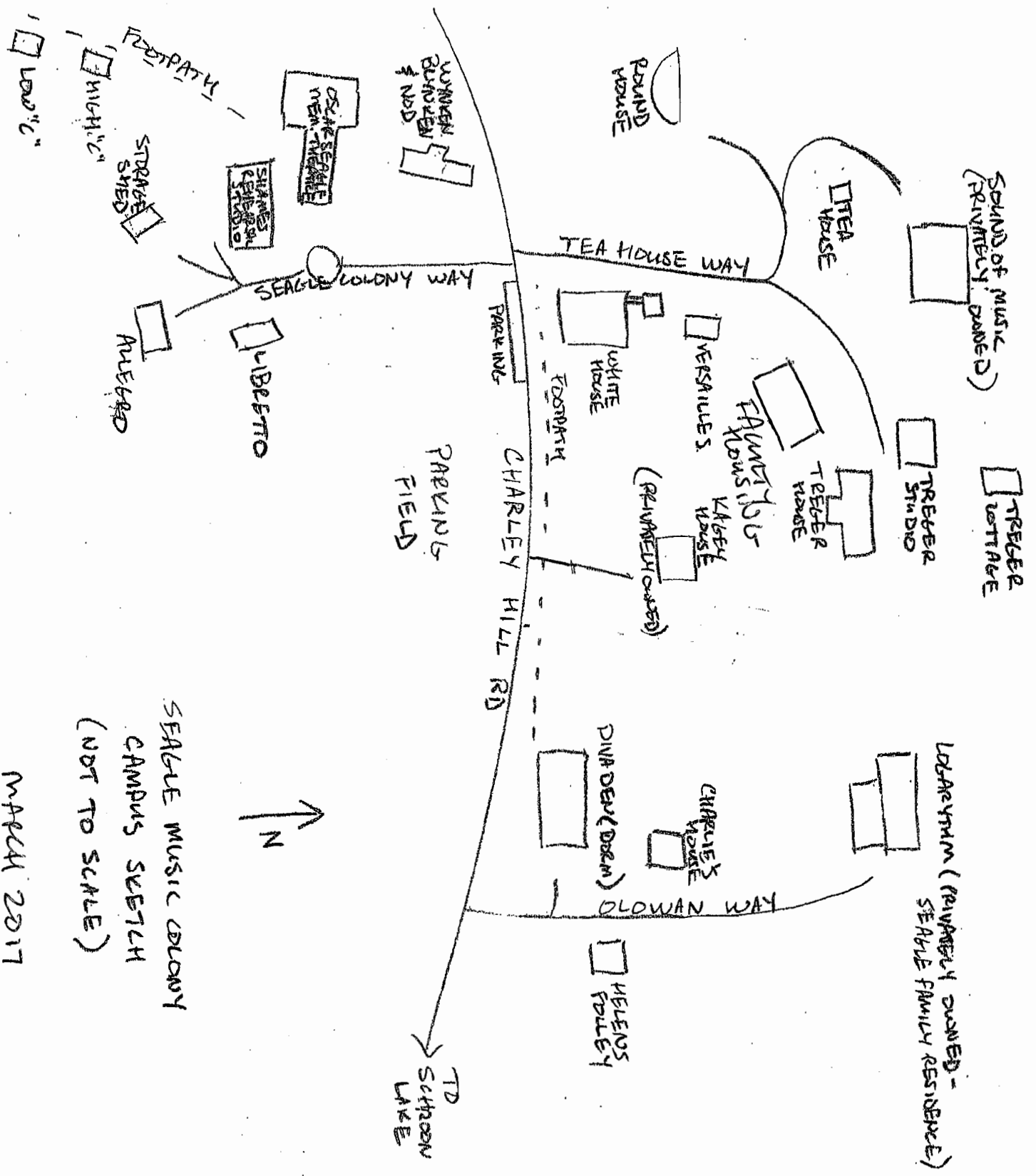
Treger House 518-532-7478	Treger Studio 518-532-7478
Byron Jones Stephen Lusmann Candace Evans Kyle Lang	John Cockerill
Treger Cottage 518-532-7478	New Faculty House (Squirrel)
Eric Kephart	Jerry Smith Danielle Verkennes Chad Payton Hannah Hiers Madeleine Ash Audrey Lockwood Evan Johnson Elana Pinkham Sarah Lockwood
White House 518-532-0597	Round House 518-532-7364
Gerry Edwards Aaron Chvatal Eric Frei Josh Cook	Jennifer McGuire John Heaney Ciyuan Zhu
Kagey House 518-532-9275	Versailles 518-532-7259
Richard Kagey	
Wynken 518-532-0286	Blynken 518-532-0286
Pat Seyller	Max Wilhelm
Nod 518-532-0286	Allegro 518-532-7354
Gabi Ramsundar Carattini Mahaley Reed	Andrew McGowan Anthony Rohr Nicholas Dankner Thomas Lynch John Meyer Jake Stamatis
Libretto 518-532-7419	Charlie's House 518-532-0294
Upper Patrick Bessenbacher Willie Casper Jake Goz Christos Kokkinis Patrick Graham David Nelson Collin Power Lower Christopher Humbert Stephen Walley Weichang Wang Reno Wilson	Francesca Mehrotra Jennifer Soloway Madeline Thibault Kathryn Williams
Dorm 518-532-0327	Kostecki House 817-271-9149
Emily Cottam Maria De Conzo Katarina Galagaza Jayden Goldberg Katherine Kincaid Ashlee Lamar Sarah Larkworthy Sedona Libero Melaina Mills Josephyne Santos Amanda Sheriff Maria Vasilevskaya	Tony Kostecki
Koehnle House – 440-679-7366	Woods House – 817-366-9218
Jim Koehnle	Darren Woods Steven Bryant
Voice Lesson/Coaching Assignments	
Chad Payton – New Faculty House Byron Jones – Charlie's House Steve Lusmann – Treger House	John Cockerill – Treger Studio Eric Frei – Kagey House Jonathan Heaney - Versailles Jennifer McGuire – Round House

Seagle Office: 518-532-7875

Shames Rehearsal Studio/Costume-Set Shop: 518-532-9414

Dodie & Pete Seagle: 518-532-7170

EMERGENCY: DIAL 911



SEAGLE MUSIC COLONY
 CAMPUS SKETCH
 (NOT TO SCALE)

MARCH 2017

The Seagle Music Colony Guild

In 2019, the Seagle Music Colony Guild will celebrate its 23rd season of supporting the Seagle Music Colony mission. The Guild raises funds to support emerging artist scholarships and provides a welcoming atmosphere for the emerging artists and audience members who attend each year. Here's how we do it:

Fundraising Activities

- Winter Raffle: Prior to the season opening, the Guild Raffles 2 season tickets.
- Summer Raffle: During the season, the Guild sells raffle tickets for over 45 prizes.
- Scholarship Luncheon: The Guild is happy to announce our 2019 summer luncheon to be held at the Sagamore Resort in Bolton Landing on Wednesday, August , , 2019. Stay tuned for details about ticket sales.
- Refreshments: The Guild sells refreshments for all the performances at the Oscar Seagle Memorial Theater.

In 2018, the Guild was able to give Seagle Music Colony \$1+,000 in support of emerging artist's scholarship for the 2019 Season!

Volunteer Activities

- We serve as ushers and greeters at all performances.
- We adopt emerging artists and provide their "home away from home" for the summer.

The Guild hosts several functions each season for the Emerging Artists:

- A welcome dinner is held on the first full day of the summer following check-in auditions.
- Sweet Endings is held after the final performance as a way for the Guild and members of the audience to say goodbye to the emerging artists after a wonderful season of performances.

Seagle Music Colony Board of Directors

The Seagle Music Colony Board of Directors is the governing body that oversees the business of Seagle Music Colony. Board Members oversee the finances, fundraising, marketing, facilities maintenance, long range planning, administration and many other aspects of what Seagle Music Colony does. Members of the Board are also typically some of the largest donors to Seagle Music Colony, and serve as ambassadors to the community for the Colony. Seagle Music Colony Board Members are happy to get to know the emerging artists each year and you are encouraged to do the same with them.

2019 Board of Directors

Jim Allison
Seth Bader (President)
Frank Cappabianca
Mark Carpenter
Joel Friedman (V.P.)
Amy Foy
Frank Herbst
G\Ufcb`<]YVYf`
Joe Kelly (Executive V.P.)
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A]M\Uel`A UnYg`
Ed Moore
Julia Pitkin-Shantz
Lisa Reid (V.P.)
Barbara Repp (Secretary)
Matthew Rowe
Kempton Smith
Joseph Steiniger
(Treasurer)
Nathan Wentworth

Local Churches

Some singers wish to attend Sunday church services. Some also sing for congregations, which is very much appreciated by the community. This activity not only provides additional public singing experience for you, but historically has generated significant goodwill in the community towards the Colony. At your election, you are encouraged to participate.

Local churches are:

Community Church (Non-Denominational)
Main Street, Schroon Lake
532-7770

Mountainside Bible Chapel (Non-Denominational)
Route 9, Schroon Lake
532-7128

Our Lady of Lourdes (Roman Catholic)
Main Street, Schroon Lake
532-7100

St. Andrew's Episcopal Church
Route 9, Schroon Lake
494-3314 or 585-6067

Holy Trinity Lutheran Church
Route 9, Pottersville
494-7077

Word of Life (Non-Denominational)
Main Street, Schroon Lake
532-0210

Various denominational churches are located in surrounding communities, short distances away.

Seagle Music Colony Sponsors

The following businesses and organizations are current supporters of the Seagle Music Colony. Their financial support has made a significant contribution to the operation of the Colony, one which is very much appreciated and necessary for our continued success. We encourage you and your families to patronize and use these businesses and organizations whenever appropriate as your needs arise. Area code is 518 unless noted.

Restaurants

- Black Bear Restaurant & Bar, 518-494-9972
- Flanagan's Pub & Grill, 518-532-9096, flanagansbpubandgrill.com
- The Hub, 518-494-4822, thehubadk.com
- Jimbo's, 518-494-3213
- Pitkin's Restaurant, 518-532-7918
- Sticks & Stones Wood Fired Bistro & Bar, 518-532-9663, adirondacksticksandstones.com
- Vine & Barley, 518-532-9954, vinenbarley.com

Shopping/Retail

- French Mountain Commons/Log Jam Outlet Center, frenchmountaincommons.com, logjamoutlet.com
- Gather It Up Farms, 518-480-7235, gatheritup.farm
- Paradox Brewery, 518-351-5036, paradoxbrewery.com
- Schroon Lake Pharmacy, 518-532-7575
- Schroon Lake Wine & Liquor, 518-351-0011
- Stephenson Lumber, 518-494-2471, stephensonlumber.com
- The Towne Store, 518-532-9954, townestore.com

Lodging

- Alpine Lodge, 518-251-2451, adirondackalpinelodge.com
- Lakeview Inn, 518-791-3578, lakeviewinn-sl.com
- Rocky Acres Inn B&B, 518-532-9709, rockyacresinn.com
- Schroon Lake Bed & Breakfast, 518-532-7042, schroonbb.com
- Silver Spruce Inn, 518-532-7031, silverspruce.com
- Tumble Inn, 518-532-7605

Attractions/Entertainment

- The Adirondack Experience, 518-352-7311, theadkx.org
- Glens Falls Symphony, 518-793-1348, theglensfallssymphony.org
- Lake George Music Festival, 518-791-5089, lakegeorgemusicfestival.com
- Lake Placid Sinfonietta, 518-523-2051, lakeplacidsinfonietta.org
- Opera Company of Middlebury, 802-382-9222, ocmvermont.org
- Schroon Lake Arts Council, 518-532-9259, scrhoonlakearts.com
- Marcella Sembrich Opera Museum, 518-644-9839, thesembrich.org
- The Wild Center, wildcenter.org

Other Businesses-Organizations

- Atrium Financial Group, wmnweman.com
- The Beechwood Group of Wells Fargo Advisors, 866-810-6917, thebeechwoodgroup.com
- Eric & Eric Construction, 518-494-3611, ericeric.com
- Friedman Realty, 518-532-7400, friedmanrealty.net
- Glebus Realty, 518-532-7191, glebusrealty.com
- Glens Falls National Bank/Upstate Agency, 518-532-7121, gfnational.com
- Gore Electric Services, 518-251-3990
- Mountain Abstract Company, Inc., 518-494-2434
- North Country Public Radio, ncpr.org
- North Warren Chamber of Commerce, 518-494-2722, northwarren.com
- O'Brien Insurance, 518-793-5173, obrienagency.com
- Point O'Pines Camp for Girls, 518-494-3213
- Schroon Lake Self Storage, 518-532-7933
- Shenandoah Conservatory, 540-665-4581, su.edu/seagle
- John Trainer – Piano Tuning, 518-532-7260
- UBS Pearsall Wealth Management, 518-745-5500, ubs.com/team/pearsallwealthmanagement