

Auditioning for:

Nutcracker _____

New Mexico Ballet Company

Audition Application and Agreement

PLEASE PRINT CLEARLY

Official Use Only:

Height _____

Dancer's Name (as it should appear in program): _____

Age: _____ **Date of Birth:** _____ **Leotard Size: Child** ___ **or Adult** ___ **Audition #:** _____

Dancer's Primary Address: _____

City/State: _____ **Zip Code:** _____

Dancer's Main Phone #: _____ **Dancer's Cell #:** _____

Best E-Mail Address for info: _____

Dancer's E-Mail Address: _____

#1 Parent(s) _____ **#2 Parent(s)** _____

Address _____ **Address** _____

City/State/Zip _____ **City/State/Zip** _____

Home Phone _____ **Home Phone** _____

Cell # _____ **Cell #** _____

Work # _____ **Work #** _____

E-Mail _____ **E-Mail** _____

Name of Academic Institution: _____ **Grade:** _____

In Case of Emergency, please call (other than parent)... Name, Phone Number and Relationship:

Dance studio where currently enrolled and primary instructor:

Please list dance styles studied, in order of interest, and duration of study:

Please list all of the dance classes (with teachers and studio) you are enrolled in for the fall:

Please list any injuries, ailments, allergies or medications of which the directors, choreographers and volunteer supervisors should be informed:

Don't forget to fill out the conflict form and to read and sign the Rules and Regulations document before entering the audition, as it contains important information and dates.

GOOD LUCK AND THANK YOU FOR AUDITIONING!

OFFICIAL USE ONLY:

NEW MEXICO BALLET COMPANY RULES AND REGULATIONS

AUDITIONS and ELIGIBILITY

All decisions regarding the selection and acceptance of dancers to NMBC are at the discretion of the Artistic Director and NMBC artistic staff. NMBC reserves the right to hire dancers with or without a formal audition.

PARTICIPATION and PERFORMANCE OBLIGATIONS

1. Full participation and attendance is essential to the success of the production. Dancers must attend all scheduled classes, rehearsals, costume fittings, and performances.
2. Rehearsal schedules will be emailed and/or posted on the NMBC website. It is the dancer's responsibility to know when and where rehearsals and performances are held. Email is the company's main form of communication. Check email and the website regularly for changes and revisions to the schedule, including checking the schedule and your email the day of rehearsal in case of last minute changes.
3. Dancers must fulfill their obligation to rehearse and perform all of the roles assigned to them, including understudy assignments.
4. Dancers must perform in all performances in which they are cast, including daytime school shows.

CASTING and CONFLICTS

1. The Artistic Director makes all casting decisions after consulting with the NMBC artistic staff, and is responsible for all production matters. All casting decisions are non-negotiable.
2. Prior to attending an audition and casting consideration, dancers are obligated to complete a Conflict Form for review, including any anticipated school, work, family commitments, and other schedule conflicts that will occur during the 2024-2025 season. Conflicts will be excused at the discretion of the Artistic Director. Simply stating a conflict exists does not guarantee an excused absence.
3. Conflicts deemed excessive and impossible to accommodate will affect casting and participation at the Artistic Director's discretion.
4. After casting, if a dancer has a legitimate conflict with the rehearsal or performance schedule, the dancer must submit their concerns *in writing* to the Artistic Director prior to the start of rehearsals.

ATTENDANCE and ABSENCES

1. Dancers must sign in at the Front Desk before every Company Class, every individual scheduled rehearsal (not simply the rehearsal day), and all other NMBC events as directed by NMBC artistic staff. Dancers may NOT sign in another dancer.
2. Contract Dancers are responsible for reporting all attended rehearsal hours in their Jackrabbit Dance Staff Portal, to be provided by the NMBC administration, no later than the last day of every month.
3. Unexcused Absence Policy: Unexcused absences are unprofessional and negatively affect the Dancer, Company, Artistic staff, and production as a whole. "Unexcused absence" is defined as an absence without prior written communication to or excusal from the Artistic Director and Company Manager. The first unexcused absence shall

receive a warning. All subsequent unexcused absences shall result in a \$10 deduction for each absence from Contract Dancers' performance paychecks. Excessive absences, both excused and unexcused, may affect casting and performance participation at the discretion of the Artistic Director. This absence policy may be enforced on a case-by-case basis depending on the situation, excuse rendered, timing, and impact upon other dancers or NMBC staff.

4. The Artistic Director (AD) is the only person who can permit and approve an excused absence. If you need to make changes to your Conflict Sheet or an existing excused absence, you must communicate in writing via email to the AD and Company Manager, and update your conflict sheet accordingly. Calling, texting, or mentioning a change to your schedule is not sufficient. Changes to your conflict sheet may or may not be excused at the AD's discretion. Excused absences will not be granted for the two weeks prior to the start of performances except for extreme or emergency circumstances.
5. If an emergency occurs before a class, rehearsal, or performance, email, call or send a message to the NMBC Company phone (505) 292-4245 and School phone (505) 659-8523. Notices received *before* the start of class or rehearsal may suffice as an excused absence at the discretion of the Artistic Director. Zero communication prior to an absence equals an unexcused absence and may affect dancer pay.
6. Dancers must come to rehearsal knowing their choreography (this includes understudies). If a rehearsal is missed, it is the dancer's responsibility to learn what is missed prior to the next rehearsal, even if it means getting together with other dancers. A contact list of company dancers will be provided for all cast members.
7. Extra rehearsals may be called prior to a performance. In an urgent situation, (i.e. if a dancer is ill or injured and unable to dance), emergency rehearsals will be called in order to make appropriate adjustments or to fit a new dancer into the role(s). Dancers are expected to do their best to accommodate these extra rehearsals.
8. Should a dancer find it necessary to withdraw from the company, he/she will notify the Artistic Director in writing immediately and the dancer must agree to teach his/her choreography to other dancers before leaving the company. If a contract dancer withdraws from the company prior to fulfilling his/her contract obligations, the dancer may be financially responsible to reimburse NMBC for any and all contract benefits, including but not limited to the free summer and company classes, discounted amounts for guest teachers, shoe stipends and the summer workshop.

OPPORTUNITIES OUTSIDE of NMBC

1. Contract dancers may only participate in non-NMBC productions if permission is first granted by the Artistic Director. Permission may be granted on a case-by-case basis, taking into account the following reasons:
 - A. Interference with mandatory NMBC classes and rehearsals, performances, or other scheduled NMBC events.
 - B. Location of the outside opportunity, required travel and time away from NMBC, risk to dancer health and potential for dancer injury, etc.
 - C. While NMBC encourages dancers to pursue career-forwarding opportunities, NMBC discourages dancers on full contract from participating with other performing organizations deemed to be in direct competition with NMBC and its mission in the Albuquerque area.

- D. Contract dancers participating in outside gigs must receive program and promotional credit as a “guest courtesy of New Mexico Ballet Company” in said production.

EXPECTATIONS for CLASSES, REHEARSALS and PUNCTUALITY

1. Consistent Attendance: Class attendance must be consistent to stay in shape, prevent injury, and grow as an individual dancer and company throughout the entire 2024-2025 season.
2. Class Requirement: Fully contracted company members must take a *minimum of four (4) technique classes per week at NMBC*. Required company classes are on Monday, Wednesday, and Friday evenings, and Sunday mornings. Additional class opportunities at NMBC are available for extra classes and make-up opportunities, schedule permitting. Failure to attend the required number of classes will negatively impact dancer pay and may affect casting and participation in NMBC events. Any dancer not able to meet this minimum requirement should reconsider accepting a full contract position with the Company.
 - A. Any alternate scheduling arrangements made between a dancer and the Artistic Director to meet a dancer’s minimum class requirement will be made on a case-by-case basis.
 - B. All class absences, excused and unexcused, must be made up within two weeks to receive credit and avoid a deduction in pay. It is the Dancer’s responsibility to schedule make-up classes and notify the Company Manager or School Director for credit.
 - C. Contract dancers may attend classes elsewhere in the community *in addition to their required 4 classes per week at NMBC*. Dancers may count a class taken outside of NMBC as a make-up class only by providing proof in writing to the Artistic Director and Company Manager. Proof must include the date of attendance and studio location.
3. Punctuality: Dancers are expected to arrive at least 15 minutes before rehearsals and classes to allow ample time to prepare, unless prior arrangements have been made and approved by the Artistic Director. Advanced and professional dancers should not under any circumstance rehearse without being sufficiently warmed up beforehand.
 - A. All dancers must be ready to work at the scheduled class or rehearsal time. Prior to the start time, all dancers should have used the restroom, filled water bottles, silenced cell phones, secured hair properly, removed any inappropriate clothing or dangly jewelry, etc.
 - B. Tardiness is distracting, disrespectful, and unprofessional. Dancers arriving 5 or more minutes late to a class or rehearsal will be considered tardy. Three (3) tardies will count as one (1) unexcused absence subject to the unexcused class and rehearsal policies. Continued tardiness may directly affect a contracted dancer’s pay and/or casting as outlined in their individual contracts.

PARENT/GUARDIAN PUNCTUALITY

1. If the individual picking up a dancer is 15 minutes late after the scheduled end of a rehearsal, a \$5.00 fine will ensue. Each additional minute thereafter is a \$1.00 fine, payable immediately to the staff member that stays with the child.
2. If someone other than a parent/guardian is to pick up a dancer, a detailed, signed note from the parent/guardian, including a phone number where they can be reached, is required.
3. If a dancer is picked up late more than twice, the fines will double.

FUNDRAISING, OUTREACH & PARENT VOLUNTEERS

1. All dancers accepted into NMBC's productions aged 8 through 18 (seniors in high school) are required to take part in fundraising.
2. Fundraising obligations total a minimum of \$150 per production. This can be accomplished through any combination of fundraising, i.e. selling "Backstage Tour" raffle tickets (Nutcracker only) and/or obtaining sponsors.
3. Parents/guardians for those dancers 8 years old through seniors in High School agree to volunteer a minimum of 2 performance/theater rehearsals per production. A minimum number of parents can choose to buyout of their volunteer work. If a parent does not sign up to volunteer by 2 weeks prior to NMBC entering the theater, or if a parent fails to appear for his/her volunteer position, the parent will be responsible for the buyout fee of \$150.
4. Emails will be sent often asking for volunteers to sign up to help bring food for the dancers, take the trash out at the end of rehearsals, provide supplies like tape or Band-Aids, etc. We ask for one family member per dancer in the production to sign up twice so everyone is pitching in.

APPEARANCE and PROFESSIONALISM

1. Dancers are expected to dress in a professional manner at all times. NMBC, including its School, is a family-friendly environment in which students and their families look to the company for example and inspiration.
2. Dancers must wear appropriate dance clothing that is form fitting, does not distract or hinder movement, and is safe for both themselves and fellow dancers. Overall, dancers should come to class prepared, clean and tidy, and ready to accomplish the task at hand. Anything that detracts from the individual and company work ethic and goals is inappropriate.
 - A. Remove baggy clothing for partnering and photo/video shoots.
 - B. Remove watches and dangly or excessive jewelry that could scratch another dancer or get caught while dancing.
 - C. Do not wear clothing with profanity or innuendo in the studio.
 - D. Photographers, press, and other members of the community may visit anytime. NMBC will make every effort to notify dancers prior to a guest attending company activities, but dancers should be prepared to remove distracting layers should an unannounced visit occur.

3. Acceptable Dress Code Examples:
 - A. Females: Tights, leotards, and skirts, and warm-ups are permitted for all classes and rehearsals as long as instructors can discern proper alignment. Cut-off tights, tights worn over the leotard, and black tights are permitted *unless* the Artistic Director or an instructor says otherwise. Athletic leggings and tops are not permitted for ballet classes or rehearsals.
 - B. Males: Tights, form fitting dance pants, shorts, form fitting shirts, dance belts, etc.
 - C. All dance wear must be appropriate, clean, and without holes.
 - D. Dance warm-ups should not obscure body lines. Dancers who routinely wear baggy warm-ups or clothing in class/rehearsal may not receive corrections if instructors cannot discern proper placement.
4. Hair must be securely fastened off the face in a bun, French twist, or similar style. No long ponytails. For the dancer's safety, bangs should not be longer than the eyebrows. Pin all loose hair away from the face.
5. Appropriate footwear must be worn and properly sewn for all classes, rehearsals, and performances, depending on the role and style of dance.
6. In the event of a photo shoot, dancers will be instructed on required attire, hair and makeup. If a dancer is not dressed properly for a photo shoot they may be asked not to participate.
7. Due to the nature of performing arts, a dancer's physical appearance has an impact on casting. Dancers with visible piercings, tattoos or hairstyles/colors that do not appropriately match the production may be asked to remove piercings or cover up tattoos when needed. Dancers are asked to clear any appearance changes with the Artistic Director, especially concerning hair color and styles, before taking action.

COSTUMES and COSTUME STORAGE

1. Scheduled costume fittings are mandatory for all dancers. Tights and leotards, or proper undergarments, are required for all costume fittings.
2. Costumes, headpieces, and accessories are provided by NMBC. Expenses for any unreasonable damage, vandalism or loss of costumes, accessories or props will be paid by the dancer responsible for that item. Dancers are not permitted to make changes or alterations to costumes, headpieces, or accessories without approval from the Artistic Director and/or Company Manager.
3. Dancers are not permitted to search through costume storage (the Tulle Shed), move or remove costumes, or borrow or rent costumes without permission from the Company Manager and Artistic Director.
4. Dancers will be billed and responsible for the replacement cost of costumes lost or damaged by means other than normal wear and tear (improper use, stained or ruined by food or drink spills, etc.).

POINTE SHOES

1. Dancers performing *en pointe* must have rehearsal shoes that are fit to work in safely. Shoes must not be overly soft or cause problems that do not allow the dancer to dance safely and fully in class/rehearsal/performance.

2. Pointe shoes must always have properly sewn elastic and ribbons. Never dance with safety pins attached to shoes!
3. Dancers should have at least one pair of “back-up” pointe shoes ready for immediate wear with the ribbons and elastic sewn.
4. In the event a dancer wears inappropriate shoes, to avoid potential injury, the dancer may be asked to observe, “mark” their roles to the side, change into flat shoes, or an understudy may be asked to step in for that particular rehearsal.

ATTITUDE and CONDUCT

1. NMBC is in no way responsible for and cannot control the behavior of dancers, staff, students, parents, or other people associated with the company. However, all participants and parents are expected to demonstrate respectful behavior, through their actions and language, in the studio, theater, on social media, and at all NMBC events, to maintain a positive working environment. Inappropriate and disrespectful behavior will not be tolerated and will be addressed however necessary as deemed by the administration. Dancers and their families are representatives of NMBC and should demonstrate positive, supportive, and healthy attitudes at NMBC and in the greater community.
2. Notable conflicts or issues affecting the attitude of an individual dancer or group should be taken immediately and directly to the Artistic Director. Discussion or gossip of company issues outside the company is unprofessional and could result in termination of a dancer’s contract.
3. Dancers and parents are expected to treat other dancers, volunteers, NMBC staff, theater staff, etc., with respect at all times.
4. Dancers and families agree to keep confidential any and all proprietary information of NMBC including, without limitation, descriptions of proposed schedules, contract details, financial compensation, choreography concepts, and any other information, procedures, or techniques inherent to the operations of NMBC and its School.
5. The Artistic Director, instructors, and assigned rehearsal coaches have the authority to dismiss any dancer from class or rehearsal for disruptive or disrespectful behavior. The Artistic Director will decide how to manage the consequences for unprofessional behavior and reserves the right to release dancers who are disruptive or are damaging to the company morale.
6. Contract dancers are expected to set positive and healthy examples, and be role models for younger dancers by demonstrating a good work ethic and keeping to high professional standards, both in their dancing and their behavior. Be aware that younger dancers will watch how you warm up, what you eat and drink, how you come prepared for class/rehearsal, how you interact with other dancers, coaches, teachers, staff, technical crew, etc.
7. Examples of unacceptable behaviors include but are not limited to: speaking negatively about other dancers, teachers or staff; speaking about inappropriate activities like illegal activity, alcohol, drugs, etc., around minors; negative or hurtful posts towards the company or another dancer on social media.
8. If you notice or experience inappropriate or disrespectful behavior that you believe NMBC artistic staff need to be aware of, please inform the Artistic Director and/or Company Manager immediately and directly. All communication regarding said issue will remain confidential.

9. In the event that any dancer feels as though they, or anyone else, are faced with excessive risk at any time, they must immediately bring their concerns to the Artistic Director, Company Manager, or an appropriate rehearsal coach. NMBC encourages any dancer or observer who may believe that the physical demands of any aspect of class or a production are excessively high, to come forward. All reasonable efforts will be made to resolve meritorious concerns without affecting, punishing, or embarrassing those involved.

PHOTO/VIDEO RELEASE

NMBC may use the images, footage, recordings, or other visual depictions of any of its dancers from seasons past and present. Prior to engaging in any dance, whether performance or rehearsal, all dancers (or, if under eighteen (18) years of age, their legal custodians or guardians) agree to allow NMBC the unrestricted use of any such material for any purpose without compensation to the dancer.

WAIVERS

Assumption of Risk

I understand there is an inherent risk of potential injury associated with physical activity, including dance classes, rehearsals, and performances. I represent that the dancer named below is in good health and physically capable of safely participating in dance activities.

Release of Liability

I hereby waive and release any claim against New Mexico Ballet Company (NMBC), their staff, employees, and contractors, arising out of personal injury occurring in connection with classes, rehearsals, and performances, in or around the dance studio facility, and in or around other venues used for NMBC events.

Medical Emergency

I accept responsibility for obtaining appropriate accident, health, and hospitalization insurance to cover the dancer named below in event of personal injury. In the event of an injury or other medical emergency, if the dancer named below is incapacitated and an emergency contact cannot be reached, I authorize NMBC to seek any medical assistance reasonably required, and I agree to be responsible for medical expenses incurred on behalf of the dancer named below.

SIGN AND RETURN NEXT PAGE TO NMBC

SIGNATURES

By signing below, I acknowledge that I have reviewed and understand the NMBC Rules and Regulations, Photo/Video Release, and Waivers. By signing below, I agree to adhere to all of the terms and rules expressed in the document. Failure to abide may result in my removal from participation in NMBC productions and events.

If Dancer is over eighteen years of age: I further agree that I consent to all of the above terms, in their entirety, in exchange for dancing with NMBC.

Dancer *Date*

If Dancer is under eighteen years of age: I further agree that I consent to all of the above terms, in their entirety, in exchange for my child _____ dancing with NMBC.

Dancer's Parent/Legal Guardian *Date*

Artistic Director *Date*

SIGN AND RETURN THIS PAGE TO NMBC