

**The Boston Conservatory at Berklee
Concert Services**

<https://bostonconservatory.berklee.edu/offices-and-services/concert-services-office>

Event Information

Boston Conservatory at Berklee's Concert Services Office provides scheduling, production support, and front/back of house staffing for over 425 events annually, including large and small instrumental and vocal ensemble concerts, various concert series, and faculty, studio, guest artist, and student recitals. This office also oversees the daily scheduling of the Conservatory's large rehearsal/performance spaces: Seully Hall, Houston Hall, Studio T401, and Ipswich 106. Please note that the mainstage and Zack Box theaters are managed by the Production office (<https://bostonconservatory.berklee.edu/offices-and-services/production>).

The Concert Services Office also coordinates and manages non-Conservatory rental events. If you are interested in renting space at Boston Conservatory at Berklee, please use the Facility Rentals (<https://bostonconservatory.berklee.edu/rentals-request-form>) page to submit your request.

All venues are equipped with a basic white-light stage wash, audio/visual playback and projection capabilities, and video recording capabilities with additional A/V resources available on demand. More information about the venues managed by Concert Services can be found below:

Please contact Ryland Bennett, the Associate Director of Boston Conservatory at Berklee Concert Services, with any questions about reserving any of the concert halls.

Email: rbennett@berklee.edu

Seully Hall, 8 The Fenway, Floor 4

Seully Hall is Boston Conservatory at Berklee's flagship concert venue featuring excellent acoustics, two world-class pianos, and an ornate vaulted ceiling.

- (2) Steinway "D" 9-foot concert grand pianos
- Seating for 120
- Maximum occupancy: 191

Houston Hall, 8 The Fenway, Floor 1

Houston Hall is Boston Conservatory at Berklee's most intimate concert venue with easy access from the lobby of 8 Fenway. Please note that Houston Hall is not an ADA-accessible venue.

- Steinway "B" 7-foot concert grand piano
- Seating for 40-50
- Maximum occupancy: 76

Studio T401, 31 Hemenway, Floor 4

A versatile multipurpose venue, Studio T401 provides ample space for large groups, movement, and dance, and features three levels of tiered audience seating.

- Steinway "D" 9-foot concert grand piano
- Harpsichord*
- Wireless hand-held microphones
- Various percussion instruments*
- Seating for 100-120

- Maximum occupancy: 141

**Limited availability based on dates TBD*

Ipswich 106, 132 Ipswich Street, Floor 1

The largest venue available on the Conservatory campus, by day Ipswich 106 is home to the Conservatory's orchestra, percussion ensemble, and other large ensembles, while in the evenings the room transforms into a concert hall suitable for all manner of performances.

- Steinway "D" 9-foot concert grand piano
- Steinway "B" 7-foot concert grand piano*
- Various percussion instruments
- Seating for up to 150
- Maximum occupancy: 250

**Limited availability based on dates TBD*

Production Office

31 Hemenway Street – Floor 1

617-912-9140

<https://bostonconservatory.berklee.edu/offices-and-services/production>

The Production Office at Boston Conservatory produces staged events for dance, music, opera, theater, Student Government Association (SGA), new student orientation, and guest artists in the Boston Conservatory Theater (31 Hemenway Street) and the Zack Box Theater (8 Fenway). The Production Office also offers advice and consultation for independent student and faculty projects occurring in other venues on campus.

Production Staff:

Don Curioso – dcurioso@berklee.edu

Production Manager

Andrew Chandler – achandler@berklee.edu

Technical Director

Jesse Washburn – jwashburn@berklee.edu

Assistant Technical Director

Audrey Kimball – akimball2@berklee.edu

Zack Box Technical Director

Mainstage Lead Technician

Stacey Salotto-Cristobal – ssalotto-cristobal@berklee.edu

Stage Manager

Sarah E. Ford – sford@berklee.edu

Interim Project Manager & Associate Producer

Victoria Sweetser – vsweetser@berklee.edu

Lighting Supervisor

Audio/Visual (AV)

8 The Fenway

avdept@bostonconservatory.edu

617-912-9156

<https://bostonconservatory.berklee.edu/offices-and-services/audiovisual>

The Audio/Visual (AV) Office at Boston Conservatory is primarily responsible for the audio and/or video recording of on-campus performances. The team also produces media for auditions and classroom activities. This includes live-streaming, post-production, and distribution of recordings. The AV Office also provides technical equipment and support for live performances, such as microphones, speakers, and projection systems. In addition, the AV Office oversees classroom technologies, such as computers and projection equipment. On occasion, the AV team also undertakes special projects, such as video production for classes and administrative departments.

Richard Malcolm - rmalcolm@berklee.edu

Director of Audio/Visual

Phil Roberson - proberson@berklee.edu

Assistant Director of Audio/Visual Services

Joseph Scolastico - jscolastico@berklee.edu

AV Assistant

Ensembles Office

8 The Fenway, Floor 2, Music Division Office

<https://bostonconservatory.berklee.edu/offices-and-services/ensembles>

The Ensembles Office at Boston Conservatory organizes and coordinates more than 50 conducted, large ensemble performances throughout the academic year. This includes ensembles for orchestra, wind, chamber music, opera, musical theater, and dance performances. The Ensembles Office works closely with the Performance Library, which manages the music used by these ensembles and houses a library of auxiliary musical instruments that are available for loan to Boston Conservatory at Berklee students.

Ryan Fossier – rfossier@berklee.edu

Chief Ensemble Operations Coordinator

Box Office

31 Hemenway Street

boxoffice@bostonconservatory.edu

617-912-9222

<https://bostonconservatory.berklee.edu/offices-and-services/box-office>

Boston Conservatory's Box Office manages sales and reservations for all ticketed performances that are open to the public. The Box Office is also responsible for box-office and front-of-house operations at

these performances. Boston Conservatory's Box Office is part of Berklee's Concert Services department, led by Rob Rose, vice president for special programs.

Erin Connors - econnors@berklee.edu
Ticket Operations and Patron Services Manager

Costume Shop

31 Hemenway Street – Basement
617-912-9141

<https://bostonconservatory.berklee.edu/offices-and-services/costume-shop>

The Costume Shop provides professional costume, wig, makeup, and wardrobe support for the Conservatory's fully-staged dance, theater, and opera productions. For each production, the shop's professional staff—with the help of a dedicated student staff— build, shop, rent or pull costume items from the school's Costume Stockroom to help realize the artistic team's vision. During an average academic year, the Costume Shop works on approximately 500 unique costume designs, and manages a Costume Stockroom containing more than 25,000 items. During peak season, the Costume Shop provides costuming support to new productions every two weeks.

Rebecca Butler – rbutler5@berklee.edu
Costume Shop Director

Amanda Feeley – afeeley@berklee.edu
Assistant Costume Shop Manager