

Berklee College of Music
Recital Halls and Concert Operations
<http://www.berklee.edu/concert-operations>

Event Information

For more information, please visit <http://www.berklee.edu/concert-operations>

The Boston music scene has long been viewed as one of the most innovative and exciting in the U.S., and part of the reason for that is the strength of the music scene right here at Berklee. The hundreds of student, faculty, and alumni concerts on campus each year make Berklee one of the best places to see and hear what's new in music. Some basic information about Berklee events:

- Most events are free and open to the public. The ticket price for college concerts in the Berklee Performance Center is \$10 for the general public.
- See Directions to Berklee and the campus map for directions to Berklee and its performance venues.
- You can also keep tabs on Berklee events by calling one of our Event Hotlines:

Berklee Recital Halls -
Concert Office Hotline: (617) 747-8930

Performance Center Concerts -
BPC Box Office Hotline: (617) 747-2261

Concert Operations

The Berklee Concert Operations department manages the Berklee performance venues, and facilitates the production of all student, faculty, visiting artist, and professional performances in these rooms. Our mission is "to facilitate live events that support artists, satisfy audiences, and educate the Berklee community about professional event production."

There are currently six venues under the management of Concert Operations:

Oliver Colvin Hall (1W)
The Lawrence and Alma Berk Concert Hall (Berk Hall/1A)
The David Friend Hall
Cafe 939
Berklee Performance Center
Berklee Cafeteria

Between the six performance venues, the department manages approximately 1,600 events each year.

In order to handle such a large volume and variety of activity, Concert Operations works with the Concert Committee (a group comprised of Departmental Chairs, Deans and event personnel) to schedule events and establish the policies, procedures, and guidelines necessary to produce events in an efficient and professional manner.

Faculty Application Process

Please use the online applications to apply for a concert, event, or visiting artist clinic/ performance/ masterclass in the Berklee recital halls.

Concert Operations Venue Request Form: <https://www.berklee.edu/concert-operations/venue-request-form-and-information-faculty-clinics-and-visiting-artist-clinics>

Faculty Concert Application Form:

<http://www.berklee.edu/concert-operations/departmental-divisional-faculty-concert-application>

For Performance Division faculty:

The PPD is asking for department chair approvals before you complete the concert application. We are hoping to streamline the process and have more of an idea of the number of departmental concerts. Please contact your chair with your concert proposal/ideas for the next academic year.

1. *When?*

Faculty members may lead their own performances, or present students in performance. Faculty leading student ensembles during Ensembles Week(s) at the end of the semester must apply via the [Ensemble Department](#). Applications for the following academic year (Summer, Fall, Spring) will be available in the Spring semester (typically before Spring Break) and an official notice will be sent through Department Chairs and Deans. Applications may be submitted only using the on-line application; please follow the link above.

2. *Scheduling*

Faculty led faculty concerts are generally scheduled in the first six (6) weeks of each semester. Departmental concerts are scheduled in the middle of the semester and student concerts led by faculty are scheduled toward the end of each semester.

3. *Notification*

Applications are forwarded to sponsoring department chairs and division deans. The Concert Committee coordinates all scheduling.

- After submitting your application, please submit these forms: Contract, Program, Staging at <https://www.berklee.edu/concert-operations/concert-operations-forms-page-faculty-and-staff>
- Berklee Performance Center Recording Request (<https://www.berklee.edu/concert-operations/berklee-performance-center-recording-request-0>)
- Studio BPC Fee Schedule at <http://www.berklee.edu/concert-operations/studio-bpc-recording-service-and-fee-schedule>

Other Types of Events (Faculty Only)

Visiting Artists Clinics

Visiting Artist Clinics are sponsored by academic departments throughout the College. To set up a clinic:

- Contact the department which seems most appropriate (i.e, the Guitar Department for a guitarist; the Songwriting Department for a songwriter, etc.)
- The sponsoring department will schedule a time slot in the concert halls and negotiate details of honorarium and content.
- Production support is to be arranged through the stage manager for the specific room.
- Sponsors must provide promotional information to Concert Operations for production and distribution of flyers three (3) weeks before the event.
- Visiting Artist Clinics must be scheduled no later than two (2) weeks in advance to insure proper support and promotion.

Non-Performance Events (meetings and receptions)

Meetings and receptions can be scheduled through the Office of Meetings and Events by contacting Christina Quarles at extension 2514.

Frequently Asked Questions

What are other options for event spaces?

A Caf-Show is a concert performed in the 150 Mass. Ave. Building student cafeteria. (Not to be confused with Cafe 939.) It is available for recitals by contacting the Caf-Show office at 617-747-2153, or by contacting Student Activities Center.

PLEASE NOTE The Concert Office does not book or publicize Caf-Show performances.

The Steve Heck Room and assorted meeting rooms on campus can be reserved by calling The Office of Meetings and Events at 617-747-2232.

How can I reserve a classroom?

The Concert Office does not reserve any of the classrooms for any reason. Contact Classroom Reservations at 617-747-2839 in if you have questions regarding classrooms.

Who is eligible to give a recital?

All faculty and students are eligible to lead a recital, but there are certain restrictions. Students must have a cumulative minimum G.P.A. of 2.7 or higher, and must be enrolled in the semester of the scheduled performance. They must have completed the leadership seminar previous to their application being submitted. These guidelines are enforced at the time of the application/booking period. Faculty can apply in the spring for the upcoming Fall/Spring concert season. In addition to one concert during the school year, faculty can apply for a summer concert, based on availability, during the application process.

When is the application period?

For faculty: Applications open in the Spring, typically after midterms. Faculty can apply for the upcoming Fall/Spring concert season. In addition to one concert during the school year, faculty can apply for a summer concert, based on availability.

What is the ticketing policy for events?

Most events in 1A, 1W, and David Friend Hall are not ticketed. Student and Faculty shows in the BPC are also free. Concert leaders will receive 150 tickets to distribute after attending the required meeting with production staff. Those tickets are not available day of. BPC evening shows are ticketed and can be purchased at the Box Office.

How do I book a show at The Red Room?

Red Room staff book shows at a minimum of two to three months in advance, so plan ahead and email early. Send a brief email to 939booking@berklee.edu telling us who you are/who you represent, where you play in Boston, how many people paid to come see you/your band, and other artists you've played with in the city. Include your Youtube, Facebook, Soundcloud and/or website link.

Important Concert Operations Numbers

Concert Operations Directorship:
Cathy Horn, Asst. VP of Concert Operations
617-747-2474

Bradley S. Berger, Director of Production
617-747-8117

Concert Office Management:
Tim Paul Weiner, Concert Office Manager
617-747-2391

Performance Center Venue Management:
Callie Sokoloski, Ticket Operations and Patron
Services Manager
617-747-6272

Lindsay Yost, House Manager
617-747-2021

Performance Center Production Staff:
Ed Liberatore, BPC Production Manager I
617-747-2077

David Friend Recital Hall Production Staff:
Ryan Jones, Associate Director of Production
617-747-2957

Recital Hall 1A/ 1W Production Staff:
Alejo Planchart, Production Manager
617-747-2392

Concert Operations Production Staff:
Dave Wentling, Production Manager
617-747-2262

Cafe 939 Event Staff:
Michael Creamer, Café 939 Event
Manager/Talent Buyer
617-747-6143

Video Services Department Staff:
Reggie Lofton, Director of Video Services
617-747-2105

Kenneth Shifman, Video Services Production
Manager
617-747-6822

Nicole Egidio, Video Production Editor
617-747-2193

Jin Choi, Video Services Assistant
617-747-2104

Video Services Office Number:
617-747-2478

Video Services Homepage:
<http://www.berklee.edu/video-services>