



**BLANCHE M. TOUHILL  
PERFORMING ARTS CENTER**  
AT THE UNIVERSITY OF MISSOURI-ST. LOUIS

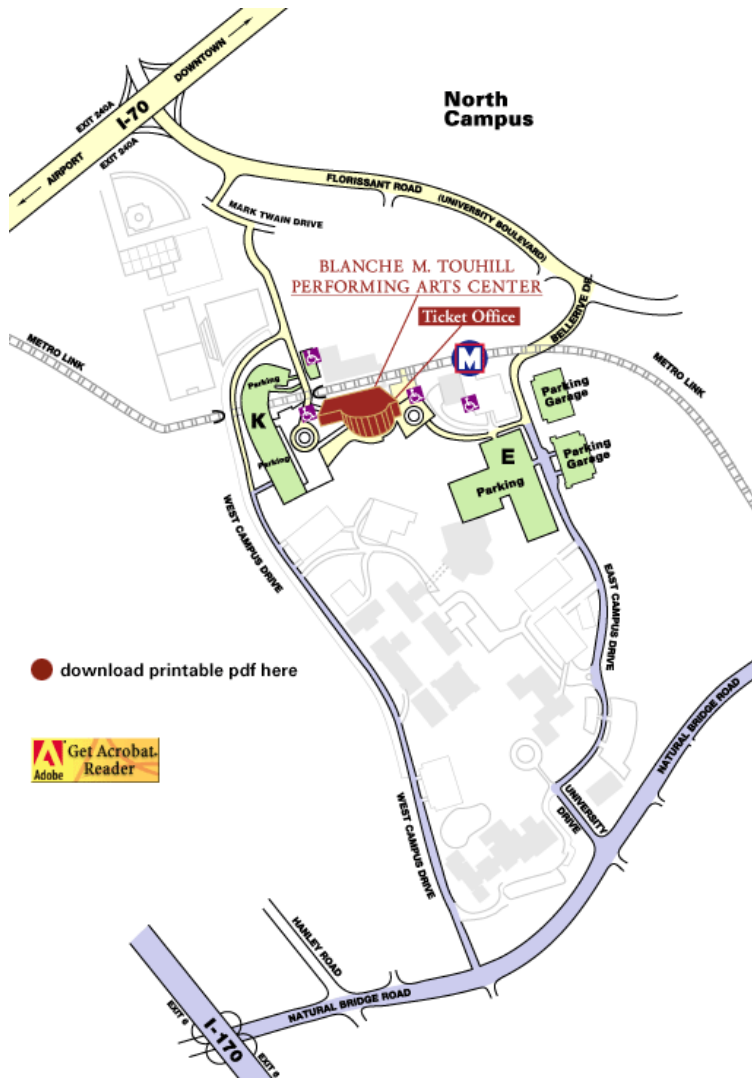
# TECHNICAL SPECIFICATIONS

Updated June 2007



The Blanche M. Touhill Performing Arts Center at the University of Missouri – St. Louis was opened in September of 2003 to serve the artistic and cultural development of St. Louis City, St. Louis County, and the campus of the University of Missouri – St. Louis. The Center houses two performance spaces, the 1600-seat Anheuser-Busch Performance Hall and the 350-seat flexible Desmond and Mary Ann Lee Theater. The building also provides magnificent lobby spaces for events and receptions. Support areas include fifteen dressing rooms, a wardrobe room, performer lounges, and a rehearsal hall/dance studio.

## LOCATION & DIRECTIONS



● download printable pdf here



The Touhill Performing Arts Center is located just off Interstate 70 in northern metro St. Louis on the North Campus of the University of Missouri – St. Louis. Take the Florissant Road/University Boulevard exit (#240) and turn south. Turn right at the first stoplight past the highway interchange and then a left at the bottom of the hill. Follow this road to the four-way stop sign and turn left to proceed to the main loading dock and Anheuser-Busch stage door.

In order to access the west lobby entrance, Lee Stage (loading) Door, or the Metro stage door, go through the four-way stop and proceed up the hill. The Lee and Metro stage doors can be found to the left of the large curved window, the lobby may be accessed by following the sidewalk around to the right of the window. Public parking can be found in Lot K to the right as you come up the hill.

The administrative offices and ticketing offices are located at the east lobby entrance. This entrance may be accessed off of Florissant Road / University Boulevard by turning right on Bellerive and then taking the next right once on campus.

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**CONTACTS**

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Main PAC Phone Number	314-516-4100		
Fax Number	314-516-4110		
Mailing Address	University of Missouri – St. Louis Touhill Performing Arts Center One University Boulevard St. Louis, MO 63121-4400		
Touhill Website	<a href="http://www.touhill.org">www.touhill.org</a>		
Touhill Tech Website	<a href="http://www.touhilltech.org">www.touhilltech.org</a>		
Technical Staff	<b>Labor Management/Technical Director</b>		
	Jason Stahr, Director of Stage Services	314-516-4934	stahrj@umsl.edu
	<b>Audio/Video</b>		
	James Campbell, Audio/Video Supervisor	314-516-4932	campbelljc@umsl.edu
	<b>Lighting</b>		
	Kimberly Klearman, Lighting Supervisor	314-516-4932	klearmank@umsl.edu
	<b>Staging/Carpentry/Rigging</b>		
	Michael Heinicke, Staging Supervisor	314-516-4932	heinickem@umsl.edu

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**LABOR WORK RULES**

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- ❑ All stage equipment will be operated by Touhill PAC stagehands unless express permission is given otherwise by the Stage Supervisor.
- ❑ A limited number of event management staff is permitted to come in with an event.
- ❑ Most events will use the Touhill house stagehands; however we do contract with the local stagehands' union under certain conditions. Basic work rules for both house and union stagehands are listed below with differences noted.
  - Initial calls will be for a minimum of four hours. Any return to work after a break of longer than one hour in a given day will be considered a "call-back" and subject to a two-hour minimum; union stagehands receive a four-hour minimum call-back.
  - A paid fifteen-minute rest break should be given to each crewmember at approximately 2 ½ hours from the beginning of a call or continuation from a meal break. If a break is not given, then a penalty of thirty minutes will be incurred per each stagehand denied a break. This rule is not enforced during rehearsals, performances, festivals, or load-outs; it is expected that crewmembers will be given breaks at appropriate times during the event or production.
  - A meal break must be given after no more than five hours. The meal break may be for one unpaid hour or a thirty-minute paid break. In either case, the stagehand must be allowed to leave the event and/or building if necessary. If a meal break is not given after five hours, then a meal penalty of double-time per stagehand will be in effect – and billed as such – until a meal break is given.
  - PAC stagehands may be asked to cross departments as long as they possess the competency to carry out the task requested.
  - Individual stagehands may be cut from a call at anytime; call minimums will be billed regardless of the stagehand working for less than the initial four hours (or two hours on a call-back).
  - Union stagehands will receive overtime at 1½ times the billing rate after eight hours in one day; any work performed by union stagehands between midnight and 7:00AM, or on holidays will be billed at double the billing rate.
  - PAC stagehands will be billed for overtime at 1½ times the billing rate after forty hours on one event within one week.
- ❑ Any adjustments to the schedule must be approved through the Stage Supervisor; this includes adding or subtracting stagehands from an upcoming call, changing call times, and adding or canceling calls. Insufficient notice of changes may result in being billed the minimum for each affected stagehand; insufficient notice may also result in not having the requested number of stagehands, or stagehands for the requested time.

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## SUPERVISION AND EVENT MANAGEMENT

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**Stage Management** – The Touhill PAC does not normally provide Stage Managers for events. Stage Management and “calling a show” is the responsibility of the group. If assistance is needed in this regard, please contact Jason Stahr, Director of Stage Services, at 314-516-4934.

**Stage Supervisor** – This supervisor is responsible for the direct administration and organization during the time an event is in the PAC; the Stage Supervisor will serve as liaison between the event staff and PAC personnel. They will provide access, labor management, and policy enforcement. They may be a working member of the crew.

**Department Supervisor** (Electrics, Audio/Video, Carpentry, Wardrobe) – This supervisor provides leadership to small departmental groups working within a larger call. They will provide project management, labor management, and policy enforcement. They are working members of the crew.

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## GENERAL RULES and POLICY

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- ❑ Participants should not be allowed to enter or exit through the lobby or office areas. Groups are responsible for informing their participants where to enter and exit the building.
    - For events taking place in the Lee Theater this is normally the Lee Stage Door off of parking lot K.
    - For events taking place in the Anheuser-Busch Performance Hall this is normally the Metro Stage Door (down the sidewalk from parking lot K running alongside the MetroLink tracks), or the Anheuser-Busch Stage Door off of the main loading dock.
    - Anyone needing to park in the loading areas must obtain a special temporary permit from their Stage Supervisor.
  - ❑ In order to maintain safety and security, the Touhill PAC staff will maintain ultimate control of the building and performance spaces at all times. Stage Services staff may stop any event at any time for safety reasons.
  - ❑ Also for security reasons, unauthorized persons are not allowed backstage. Groups are responsible for identifying the limited number of individuals with permission to access the backstage. Please have family and friends wait in the house or lobby for event personnel to come to them; special circumstances must be coordinated with the Stage Supervisor.
  - ❑ No scenery, equipment, or staging may interfere with the operation of the fire curtain in the Anheuser-Busch Performance Hall; the curtain must have clear access to the floor at all times.
  - ❑ All event equipment brought into the venue is expected to be removed immediately following the event unless prior arrangements have been.
  - ❑ Recreational smoking is not permitted inside the building at any time. Smoking, open flame, fog, or other pyrotechnic devices used in an event must be approved prior to use.
  - ❑ University regulations prohibit possession and/or use of alcohol and/or any narcotic or stimulating drug on University property.
  - ❑ Major scenic building or painting will not be allowed on the stage, receiving area, or loading dock without prior approval.
  - ❑ There is to be no altering of any physical part of the PAC (walls, ceilings, movement of furniture, draperies, etc.) without the advanced approval of the Technical Manager. Nothing is to be nailed, taped, glued, pinned or attached in any way to any curtain, floor, wall, orchestra shell or ceiling, without consent of the Stage Supervisor.
  - ❑ The Touhill PAC is not to be held responsible for any items of a personal or production nature that is brought into the building. Please secure all sensitive items.
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## RESOURCES

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### TELEPHONE/FAX

Free local-call phones are located in the lobby and in the first-floor dressing room hallway. A calling card may be used to access long distance. Fax machines are available.

### STAGE LOUNGE

A soda and snack machine is located in the stage lounge on the Basement level for the convenience of the cast and crew of any event. A refrigerator and microwave are also provided.

### DRAWINGS AND DETAILED TECHNICAL SPECIFICATION SHEETS

AutoCAD and VectorWorks drawings of the spaces, lighting plots, line schedules, audio layouts, and other information can be found at our technical website: [www.touhilltech.org](http://www.touhilltech.org).

### INTERNET ACCESS

Please call Jason Stahr, Director of Stage Services at 314-516-4934.

Further information may be obtained by contacting:

Jason Stahr, Director of Stage Services, 314-516-4934, [stahrj@umsl.edu](mailto:stahrj@umsl.edu)