

PURPOSE

The purpose of this policy is to ensure:

- (a) consistency in the planning, selection and management of productions in accordance with MTG's objectives and artistic vision
- (b) provision of valuable training experiences for members in all aspects of theatre production
- (c) better management of risks associated with service delivery.

RELATED POLICIES

This policy should be read in conjunction with:

- Front of House Management Policy
- Bar Management Policy
- Code of Conduct.

CONTEXT

MTG produces, through its Management Committee, an annual program of theatrical productions. Participation in rehearsals and performance training in the course of productions builds the capacity and capability of MTG members in all aspects of theatre craft and capacity/capability to perform in a range of theatrical genre.

MTG is committed to continuous improvement in the quality of its productions, professionalism in the way that it conducts its business, sound management of its resources and the provision of quality services to its members and guests.

PRINCIPLES

The Management Committee will decide the MTG production program after considering any recommendations submitted to the committee by StageworX, prospective directors and members. The terms of any agreement with another organisation to jointly stage a production must be approved by the Management Committee.

The Management Committee will:

- (a) decide the timing and number of shows
- (b) obtain performance rights and scripts from the copyright owner
- (c) set the rehearsal and performance schedule
- (d) appoint as Director a person who has previously performed the role of director with MTG or elsewhere or has performed the role of Assistant Director for an MTG production
- (e) appoint an Assistant Director, having regard to any recommendation made by the Director
- (f) appoint a Light and Sound Technician and an Assistant Light and Sound Technician, having regard to any recommendation made by the Director
- (g) make arrangements for the audition call.

No external consultant or professional guest (who is not an MTG member) may be involved in the production without the Management Committee's prior approval and agreement to the terms of the arrangement.

No production may be progressed or auditions held until the Director, Assistant Director and where possible, a Stage Manager and Props Manager have been appointed.

Auditions must be open to members and non-members. However, the Director and all cast and crew, other than an external consultant or professional guest approved by the Management Committee, must be members of MTG or become a member prior to the first rehearsal. This is an MTG policy and is not related to insurance.

MTG holds public liability insurance to indemnify MTG against action taken against it by a member or a member of the public because of personal injury or damage to property during an MTG event or activity. If anyone is injured, an Incident Report that includes details of the circumstances and the name and signature of any witness must be completed immediately and emailed or given to the Secretary.

Representative/s of the Management Committee will briefly attend the first rehearsal of each production to meet the cast and crew, clarify any issues and address any concerns.

For Productions involving Directors who have not previously directed for MTG, representative/s of the Management Committee will attend a rehearsal between week 5 and week 7 to monitor progress of the production. The Management Committee may, at its discretion allow exceptions to this clause for very experienced directors.

Production Budget

The Director will have an allocated production budget of \$500.

The allocated budget must be used only for:

- (a) props or clothing that cannot be sourced from MTG's costume and props storage, sourced personally or borrowed privately
- (b) very specialised character make up or hairstyling.

Expenditure will not be approved for gifts for cast and crew or personal items such as stage makeup. Subject to justifiable exceptions, the purchase of props and clothing should be from local charity stores where possible.

Prior Management Committee approval must be obtained for the purchase or loan of large props for which a delivery fee or fuel reimbursement will be incurred.

Prior approval of the Management Committee must be obtained for any expenditure that will exceed the allocated budget.

Director

The Director is responsible for the artistic components of the production, rehearsing and preparing the actors and mentoring the Assistant Director in all aspects of directing throughout the production process. The Director has the final say on aesthetic decisions such as props and set design.

The Director is responsible for ensuring that no modifications are made or damage caused to the property of the venue owner and constructed components are lightweight and not attached with nails, glue, staples or screws to the walls of the stage area or any other part of the venue.

The Director has overall responsibility for ensuring compliance with this policy and providing regular reports to the Management Committee. Reports must be at the times and in the form required by the Management Committee and include a statement itemising expenditure of the allocated budget for the production. The Director's final report must include particulars of any loss of, or damage to, any MTG property or property of the venue owner.

The Director must:

- (a) appoint a Stage Manager acceptable to the Management Committee
- (b) appoint, where possible, a Props Manager acceptable to the Management Committee to assist and be mentored by the Stage Manager in all aspects of stage management.

Assistant Director

This position may be used as a training opportunity to develop new directors, or may be filled by experienced persons to assist the director.

The Assistant Director's responsibilities are flexible and may include taking notes, preparing draft reports and other documents for the Director and other tasks assigned by the Director to facilitate the smooth running of the production process.

Stage Manager

The Stage Manager is responsible for ensuring that everything on or relating to the stage is safe and in working order and mentoring the Props Manager in all aspects of stage management throughout the production.

The Stage Manager works closely with the Director and takes over responsibility for the stage from the Director at the opening performance.

The Stage Manager must:

- (a) measure for the Director the stage area that will be used before the first rehearsal begins and assist the Director with set design
- (b) locate the First Aid kit and ensure that it is stocked
- (c) prepare a Stage Manager's rehearsal timetable in consultation with the Director
- (d) ensure that an Attendance Record in the form required by the Management Committee is completed for each rehearsal and performance, specifying the entry and departure times of all attending personnel
- (e) record all stage directions, moves, entrances, exits and sound and lighting cues

- (f) organise cue to cue and call cues
- (g) oversee the positioning of the stage settings and props and their return to the designated place when not on stage
- (h) ensure that all props are on the props table before each performance
- (i) ensure that all stage lights are out after each show and the stage is re-set for the next performance
- (j) supervise the bump out after the last performance and ensure that all sets are dismantled completely and all materials are stored correctly
- (k) collect the keys to the venue and costume storage, unlock and lock the doors to the theatre and return the keys after bump out.

Props Manager

The Props Manager position is an opportunity to learn firsthand all aspects of the backstage management process. The Props Manager will be assigned specific tasks under the supervision of the Stage Manager.

The Props Manager may, with the approval of the Director, purchase props or clothing that cannot be sourced from MTG's costume and props storage, sourced personally or borrowed privately.

The Props Manager is responsible for placing props on stage in the designated position before each performance, returning them to the props table after use and returning all props to MTG storage after the last performance.

Light and Sound Technician

The Light and Sound Technician is responsible for, in collaboration with the Director, sound and lighting design, creating a lighting plan, setting up the sound and lighting system, creating cue sheets and ensuring that light and sound effects are delivered on cue as and when required. The Light and Sound Technician is also responsible for mentoring the Assistant Light and Sound Technician.

Assistant Light and Sound Technician

The Assistant Light and Sound Technician position is an opportunity to learn firsthand all aspects of the light and sound process for a production. The Assistant Light and Sound Technician will undertake tasks assigned and supervised by the Light and Sound Technician.

Cast

The Cast or actors will perform the work under the artistic direction of the Director. Cast are expected to punctually attend all rehearsals, including set-building days, bump-in and bump-out. Cast shall discuss and advise the director if unable to attend any dates.

Cast are expected to follow the Director's instructions and respect that the Director holds the overall vision for the artistic elements of the Production. Some Directors may welcome suggestions, however it is at the Director's discretion whether to implement such suggestions.

A cast member shall not tell another actor what to do. This is the Director's role.

Learn lines and movements as quickly as possible, and achieve “Scripts down” by the date scheduled by the director.

Cast members must not appear in the auditorium once the doors are opened to patrons or be seen by patrons in costume or stage make up unless specifically arranged for a particular occasion.

If any personal props are used, the cast member who borrowed or is using the props is responsible for their safekeeping and return immediately after the last performance. MTG will not be responsible for any lost or damaged personal property.

Cast and Crew Generally

All cast and crew must observe a media blackout (including social media) in relation to the production until an official MTG cast announcement has been published.

When the production is under way, all cast and crew must arrive at the venue and check in with the Stage Manager at least 45 minutes prior to curtain call.

Cast and crew involved in a production must not consume alcohol immediately before or during a performance.

Bump out usually occurs the day after the final performance of production. All cast and crew are expected to participate in the dismantling of props, return of costumes and borrowed or hired props and general cleaning up.

MTG will provide each cast and crew member with a souvenir program and a digital photograph/s as a keepsake or for their portfolio in appreciation for their contribution.

The contribution of approved external consultants and guest professionals will be acknowledged at the bottom of the production program.

All Cast and Crew and external consultants, guest professionals will be entitled to one free drink from the bar at each performance.

Complimentary Tickets

MTG will give two complimentary tickets to:

- (a) each cast and crew member, approved guest professional and external consultant for the opening night performance of the production; or in the case of shows held at the Redland Museum, to the Dress Rehearsal;
- (b) theatre reviewers and dignitaries as appropriate, for a performance decided by the Management Committee.

No additional complimentary tickets may be issued without the prior approval of the Management Committee. The names of complimentary ticket holders shall be advised to the management Committee at least two weeks before the Show.

Previews

The Management Committee may arrange a preview performance in place of the final dress rehearsal to support a local charity. A preview performance will still allow the Director to fine tune aspects of the production but will be an actual performance with an audience.

Marketing and Interviews

For quality control and consistency, drafts of all marketing material including the production program and briefing notes for interviews must be approved by the Management Committee. No public interviews may be given before the interviewee has obtained from the Secretary a briefing note that clarifies key issues (such as performance dates, seating style, ticket prices, food that will be available for purchase, no outside food and drink allowed).
