

The South Devon Players Theatre & Film Company

Crew/ administrative assistant agreement (Show: _____)

NAME
ADDRESS
EMAIL
PHONE

I understand that

I am joining a professional team of serious dedicated theatre professionals who are building their careers through this team, who perform to world-class standard and that I will be expected to respect and work within that ethos, and to those same expectations.

My image(s) and video / audio clips will be hosted online and made available through any media, new or existing, to the public, and that I hereby give my permission for this use of my image in official South Devon Players media, press releases and events.

Any image or video that has been publicly hosted of me, and watermarked, may also be used by myself for personal portfolio and showreel purposes, with credit to the South Devon Players Theatre and Film Company.

I am expected to arrive for any meeting, rehearsal, or production, that I have agreed to undertake, on time or early, and that I will be responsible for arranging my travel to that appointment, unless specifically otherwise agreed in writing.

I am expected to carry out my agreed roles to to agreed deadlines.

If through actions by myself including of wilfully being late, not turning up, missing over 75% of agreed meetings, causing damage or disruption at venues, letting down a production within or other unprofessional behaviour, I incur extra expense for the production company (eg fitted costumes, extra venue or equipment hire, cancellation fees, other cast/ crew's lost earnings etc) then I am fully liable to the production company for the expenses that I have caused , and will reimburse that cost in full within 28 days. (This of course does not apply in case of serious and proven emergency)

I agree to keep the dates of

available, and will not contract other work on these dates that may clash.

I am aware that occasionally additional dates may be booked late, but these will not be confirmed without consultation with cast & crew, and if agreed by all concerned, will be confirmed via the written agreement of the cast and crew, and that written agreement shall constitute part of this contract, whether added to this document, or on email or social media conversation to be printed and attached.

If I miss rehearsals and make no contact before the start time of rehearsals, that after the second incident, my role may be re advertised unless an unavoidable and critical emergency has occurred.

I will not attend rehearsals or productions under the influence of alcohol or any substance that will alter my behaviour, unless I have genuine medical reason to do so, in which case I will communicate in advance with the director.

I will not be required to pay any fee for joining or being involved with The South Devon Players.

I will not amend production documents, contracts, or governance documents, or enter into any contractual agreements on behalf of the South Devon Players, without the written permission and countersignature of a company director as registered with Companies House.

(Continued on page 2)

COMPANY DIRECTOR

SIGNED

WITNESS

DATE

I am expected to keep production details (scripts, staging, costuming, any disclosed personal information) confidential, within production company, other than anything shared publicly on the official company website, social media or printed public newsletters.

I will respect and take care of any costume, props or equipment with which I am entrusted. (e.g. not spilling food on them, smoking in them, losing them, etc)

and will return all production property at the end of the project, to the production company.

I will be expected to behave in a professional, socially acceptable, pleasant manner towards all other members of the team or public, as I have agreed, and if I have a concern, I will approach the South Devon Players company directors team at once so that it can be dealt with as quickly as possible, in line with our policies, Equity regulations and good ethical practice.

I understand that bullying, harassment, belittling, intimidation, sexual impropriety, gaslighting or wilfully causing distress to other team members or members of the public is strictly forbidden, and may result in immediate dismissal on grounds of gross misconduct. I will not shout at or behave aggressively towards other members of the team.

I will not form secret cliques or "sub groups" of "small teams", to which the company directors, and show directors, are not invited. Should I do so, or willingly join same created by another, I risk immediate dismissal.

I will not make decisions for productions, without informing the company directors. This includes, but is not limited to; creative, administrative, intellectual property, financial, employment.

I will keep the internal details, contacts, administration, documents, discussion and any media, confidential and not spread them to third parties, in any form, without written permission from South Devon Players administration, excluding that expressly provided for portfolio use, that which may be required by law enforcement or medical professionals, or for purposes relating to my membership of Equity or BECTU.

In shows / projects which are profit-share, I will receive an equal share, less performance venue hire but no other deductions, of all profits from ticket sales and/or video distribution for the show that I am performing in, unless otherwise stated and agreed. (Eg, a show with £100 profits, and 10 people in the team, would mean that each cast or crew member would receive £10). I also understand that it is my duty to declare any earnings to the Inland Revenue. In shows which are paid a regular rate, (usually if grant or sponsorship funding is obtained, covering payments for the production) I understand that I will be automatically upgraded to a higher fee, at National Minimum Wage, or above, in line with, or as close as possible to, Union rates for my job.

I will also have access to watermarked rehearsal and cast photographs, video clips, press articles, etc, featuring myself, and that I will be able to use these for my own personal portfolio/ showreel; but these cannot be used to advertise another company, without express written permission from The South Devon Players.

I will help promote shows involving myself, with shares on social media, assisting with poster distribution, or other small publicity tasks, as appropriate & possible, to help increase footfall and audience numbers.

I will abide by the members rules, constitution, and confidentiality policies of The South Devon Players Theatre & Film Company and that I understand that I can read them at any time on the website www.southdevonplayers.com.

I will help keep the rehearsal venue, and performance locations neat, clean and secured, with appropriate attention to health and safety.

Breaking the terms of this contract will result in my being immediately removed from the South Devon Players.

Contracts, and agreements in all matters, must be filled out and returned in person or via email (southdevonplayers@gmail.com) to a company director as registered on Companies House, who are the only persons authorised to countersign a contract and make agreements/ reports on a contractual, employment, copyright, financial, legal or employment basis for the company. No other person may recruit/hire/fire, make agreements or sign contracts on behalf of the South Devon Players.

SIGNED (crewperson)

COMPANY DIRECTOR

WITNESS

DATE