

# Code of Conduct – Autumn 2018

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Below is a guide for the standards and behaviour expected by the Nottingham New Theatre's committee for all production teams' (In House and Fringe) to abide by during the productions process. All production teams have a welfare responsibility towards their cast and crew, as well as being responsible for the maintenance of the theatre building and rehearsal spaces when applicable.

## **A production team at the Nottingham New Theatre will strive:**

1. To provide an environment in which all cast and crew, regardless of experience and ability, can exercise and further their interests in theatre.
2. To maximise the amount of opportunities available to all cast and crew, by providing a stable and professional infrastructure which allows cast and crew to produce the highest quality theatre possible.
3. To offer information and support to all cast and crew members involved in any activities relating to their production.
4. To create a vibrant and busy social community which is welcoming to all and respectful of any external commitments.
5. To ensure the production runs efficiently, meeting all financial goals determined by the treasurer and the Students' Union (if applicable).
6. To ensure all activities adhere to both theatre and Students' Union health and safety guidelines and to help organise appropriate training for all members.
7. To ensure the performance space, foyer, dressing room, rehearsal spaces and all backstage areas are in a well-maintained, safe and presentable state at all times, informing the Theatre Manager if they are found otherwise.
8. To create a positive and proactive creative environment, in which all involved communicate and support each other to achieve our goals.
9. To provide committee with information on decisions taken by the production team to ensure accountability and transparency.
10. To be professional and to help the NNT to promote and develop our national status as a theatre company, and to ensure that the company we pass on to our successors is notably improved artistically and creatively.

Production Teams are accountable to the relevant Season Coordinator. If any teams are found to be in breach with any of the objectives above, they will be liable for a budget fine of 5% or more, or further action may be taken if the committee deem it necessary.

The 'Productions Process' encompasses the time period from casting to the end of your after-party. The above objectives must be adhered to until this time period has ended.

By signing this document, both Director and Producer of \_\_\_\_\_  
agree to abide by the objectives and aims outlined above.

Signed on \_\_\_/\_\_\_/18:

\_\_\_\_\_ (Director)

\_\_\_\_\_ (Producer)