

Barnstormers Theatre Designer Contract

As a sound, lighting, set, costume or prop designer for Barnstormers Theatre, I agree to the following:

I will attend all production meetings, tech/dress rehearsals, and any other rehearsals deemed necessary by the director of the production.

I will adhere to all deadlines as given to me by the director to ensure that the design elements are implemented in a timely manner.

I will arrive 15 minutes early for all scheduled rehearsals and production meetings and will remain at rehearsals and production meetings until the rehearsal/meeting is completed, or I am excused.

I will remain in consistent communication with the director of the production regarding my design work and communicate any challenges/obstacles as quickly as they arise in order to have them handled.

If I must miss a rehearsal or production meeting or am running late to rehearsal due to an emergency, I agree to contact the Stage Manager personally as soon as I possibly can.

Sound/Lights Designers Only: I am in charge of finding a light or sound board operator that can commit to the entire duration of tech rehearsals and performances. I agree to train this person on the design, assist them when necessary, and be on call in the event of emergency if the designated operator cannot attend a rehearsal or performance. Should I need assistance with finding a board operator, I will ask the director or stage manager to provide this assistance.

Set Designers Only: I am in charge of coordinating a set build calendar with the director. I am in charge of finding the team that will assist in this set build process. Should I need assistance, I will ask the director or Executive Director to assist me in finding and coordinating the set build team.

Set Designers Only: I will participate in the show's strike. I am in charge of coordinating the successful return of items back to the Barnstormers storage sheds during strike. I will make sure to keep the sheds organized and tidy. I will work alongside the director and stage manager to enlist the assistance of cast and crew to implement a successful return and organization of set pieces during strike.

Costume Designers Only: I am in charge of laundering costumes when needed, typically after dress rehearsal week (before opening night) and in between each weekend of performances, but on a schedule that makes sense for the show. I will communicate with the director regarding getting into the theatre to handle laundry. I will communicate to the cast when they can expect laundering of costumes and will have a clear, designated place for cast members to leave their costumes that need laundering.

Costume Designers Only: If I borrow items from other sources, I am in charge of making sure those pieces are returned to those sources in a timely manner, no later than two weeks after the close of the show. I will ensure that these pieces are laundered or dry cleaned (if necessary) before they are returned.

Costume Designers Only: I will participate in the show's strike. I am in charge of the organization and proper return of costumes during strike, and I will communicate with the cast how they can assist with this organization of costume pieces.

Prop Designers Only: If I borrow items from other sources, I am in charge of making sure those pieces are returned to their homes in a timely manner, no later than two weeks after the close of the show. I am in charge of ensuring that any items belonging to Barnstormers are returned to their proper place in the Barnstormers prop storage area, to ensure that the prop storage area maintains organization.

Prop Designers Only: I am in charge of purchasing all consumable props (stage food/drinks, etc.) I will

provide receipts to the director in a timely manner for reimbursement.

Costume/Prop Designers Only: If a Barnstormers property or clothing piece is damaged during the process of a production, I will immediately notify the director and stage manager who will in turn relay this information to the Executive Administrator. If the item needs to be replaced, I will assist in the proper replacement of the piece.

I have read, understand and consent to the Code of Conduct and Policy Acknowledgements.

Should I follow the guidelines set forth in this contract, I will receive a stipend check of \$75 at the closing strike for the show.

I have read, understand, and consent to all of the statements included in the Designer Contract.

Signature_____ Date_____

Printed Name_____