



Castlemaine Theatre Company

Code of Conduct

President's Message:



Kate Stones, CTC President

People often talk about the 'magic' of theatre. The nature of this magic is ultimately mysterious, and yet, we can attempt to unpack it a little. In this world of OH&S, seatbelts, helmets, fences and lifejackets, theatre is one of the few environments in which we are encouraged to take both personal and emotional risks. In theatre we are laid bare, the pressure of performance revealing our most exalted and most vulnerable selves. This is the case for all those involved in delivering the performance to an audience, not just the actors. It is this shared vulnerability that gives rise to some of the magic of theatre. If theatre demands this level of vulnerability, then it equally demands of us a special level of care and respect for one another, so we can foster a safe space within which to create our play.

The Castlemaine Theatre Company is a true community theatre, proudly open and inclusive. But the term community is not just about access, it's about the sense of community that is created within each production, in the care and respect that we give one another, witnessing our own and each others process with curiosity and compassion, celebrating what we each bring to the table.

Kate Stones
CTC President

January 2019

Vision:

We are dedicated to creating high quality, entertaining and challenging productions for the benefit of our local community.

We aim:

- To provide high quality local entertainment that is engaging and affordable.
- To present productions covering a wide range of genres, including: drama, comedy, historical, contemporary, Australian, cabaret and musicals, works for young people.
- To encourage and support people to develop new skills in all areas of theatre production, including: acting, directing, writing, production management, costume, music, stage management, set design and construction, lighting and sound engineering.
- To create new and interesting artistic and learning opportunities through workshops and play readings.
- To support and partner with local and non-local organisations, sharing resources and creative energy.

Our values:

Inclusive: We are open to new people, new ideas, new opportunities, and new ways of working.

Supportive: We aim to create a safe and supportive space to take risks and experiment with creativity.

Collaborative: We believe that collaboration is, and always has been, at the heart of the theatre. We want the talents and voices of all participants to be reflected in everything we do.

Respectful: We respect all people, all contributions, all ideas and all differences. We expect every participant to commit to, and support the other people involved in our projects.

Creative: We value creativity, imagination and inventiveness, and welcome new ways of thinking about and making theatre.

Best Practice Guide:

To help give our audiences and each other the best possible experience, the Castlemaine Theatre Company has developed a best practice guide for all **cast and crew**. This is in line with our vision for the company.

This includes:

- Arriving on time to all rehearsals and call times during performances
- Encouraging each other: share praise, acknowledge achievements!
- Showing initiative and flexibility
- Respectful communication
- Working on their craft in own time (cast)
- Actively assist in promotion (such as sharing social media posts, handing out postcards and popping up posters etc)
- Enthusiasm and Focus: these two go a long way in bringing together a great show and happy theatre space!

General Conduct

Props and Costume Handling:

- Please be aware of what props you have and ensure that they are in the right place before you go on stage. Best to also re-set your props post show. If props are not where they should be or you are not sure where they go, ask the **Stage Manager**.
- If props are damaged or lost, let the Stage Manager know immediately: this will help prevent any mid show mishaps!
- All actors are expected to help with bump out after the show run, and are encouraged to assist other cast and crew to ensure a timely and safe process for all!
- Actors should hang up all costumes assigned to them at the end of every show. This will help to keep the dressing rooms tidy and in order for the next show. At the end of the run, all costumes that are provided by the CTC must be left hanging up in the dressing room for bump out.
- The Costume Manager has final say in all costume decisions.
- Any costume issues need to be addressed directly to the **Costume Manager**.
- Any prop issues need to be addressed directly to the **Stage Manager**.

Promotion:

- All cast and crew are encouraged to help promote the show by liking and following the CTC Facebook page (@castlemainetc) and Instagram page (@castlemainetheatreco). These are the one stop place for all things promotion and event details. We also have a YouTube channel – pretty great resource for sharing past show video reels!
- All cast are given a small amount of promotional material to distribute to friends and family in the lead up to the show.
- If you have granted permission to use your image for promotional material this may be used across our socials (Facebook and Instagram) as well as in local newspapers.
- No comp tickets are given to cast or crew.

Punctuality:

- Don't be late! Arriving 10 minutes before rehearsal time gives everyone a chance to wind down after a day at work, home or school and get in the right headspace to begin rehearsals.
- Call time for cast and crew during show run is 2 hours before performance. Again, punctuality is key here: it is important to spend time in the theatre space preparing (cast and crew) and being part of warm up exercises (cast) prior to each show.
- If running late please call or text the director or point of contact when you know you will not be on time.

Health and Safety:

We all love a good time! However... some ground rules:

- Cast and crew are not to be under the influence of alcohol or drugs during any rehearsal or performance.
- Your wellbeing is important to us: eat well, sleep well – perform well!

Inclusiveness:

The CTC is a proudly LGBTIA+ inclusive company. We do not accept, condone or tolerate homophobic or transphobic attitudes, behaviours or language amongst our cast and crew.

The CTC is a proudly feminist company. We do not accept, condone or tolerate misogynistic attitudes, behaviours or language amongst cast and crew.

The CTC respects all faiths, ethnicities and backgrounds. We do not accept or condone any racist attitudes, behaviours or language amongst cast and crew.

The CTC is an all abilities proud theatre company. We encourage folk of all abilities to participate in the company, from performing on stage to helping out with back stage production. We do not accept or condone any ableist attitudes, behaviours or language amongst cast and crew.

The CTC supports parents and carers in achieving their creative and artistic goals and provides a warm and welcoming environment for participation. This includes flexibility in care arrangements where necessary.

Etiquette for Cast and Crew

Social Etiquette:

All cast and crew are encouraged to abide by the company's core vision in relation to the following:

- All cast and crew are expected to treat each other with respect, kindness and acceptance at all times and conduct themselves in a civil and respectful manner to all other cast, crew and audiences. Gossip and rumours can be damaging to the people involved as well as the company. Here at the CTC we ask that folk take a step back when tempted to initiate or join gossip/rumours:
 - Is what I am about to say true?
 - Is it harmless?
 - Is it necessary?
 - How would I feel if someone said something similar about me?
- Bullying and/or aggressive behaviour is a no go. This will not be tolerated at any time.
- Zero tolerance policy on any sexual or racial harassment and/or discrimination. Any occurrence may result in you leaving the production. This includes the sharing of inappropriate visual, written and/or printed material and offensive jokes (if you have to wonder if the joke or material is appropriate or not...then usually it isn't...so you know your answer!).

Conflict Resolution:

- Any grievance with any member of cast and crew should in first instance be addressed solely with that person in a positive, timely and constructive manner (this does not include severe breaches of trust or issues that fall under our **zero tolerance policy**).
- If the issue is not resolved, or one party is consistently unavailable, the company must be notified. Usually the point of contact for cast is the **Director** and for crew, **the Stage Manager**. They will decide the next, appropriate steps.

Rehearsal Etiquette:

- All cast are expected to participate in fostering an inclusive and supportive environment in which all members are freely able to express themselves and take creative risks.
- Actors are required to have all lines down by the set deadline. This gives all cast the opportunity to freely explore blocking and characterisation in a timely manner.
- Cast must attend all rehearsals as set out in the call sheet. Cast are expected to be open and realistic about their availability during the audition process. Once committed to the production, cast are expected to attend all scheduled rehearsals.

Venue Etiquette:

- All cast and crew are expected to treat all venues with respect and appropriate care.
- All cast and crew are responsible for their own belongings. The CTC takes no responsibility for lost/stolen property. We encourage all cast and crew to keep a clean and tidy area. This includes the cast keeping dressing rooms tidy and caring for costumes and props (please hang up your costumes! Did we mention that already?! It's a real issue peeps!).
- All family and friends or those not part of the show (cast, crew or CTC members) are not permitted in the dressing rooms or performance space before, during or after the show. Exceptions can be made if assisting in preparation with prior consent from point of contact.

Final Word

On behalf of the CTC we are super excited to have you join us on this journey. It is our intention to provide a warm, welcoming space that encourages support, inclusiveness, creativity and most of all really great theatre!

Theatre of the people, by the people, for the people.