



Brown's Mart Theatre Share DIVERSITY Guidelines

Brown's Mart Theatre is committed to seeing faces on our stage that are representative of the community that we live in. The SHARE Diversity program aims to provide opportunity for artists and groups from culturally and linguistically diverse backgrounds to present the performing arts.

Applications will open on the 1st December 2018 and will be due by 14th January 2019. Applications will be assessed by the Brown's Mart Artistic Director and two Cultural Representatives.

The applications will be assessed against the following criteria:

- Audience identification and potential
- Effective planning and use of resources
- Support from the community
- The quality of the artistic outcomes

Applicants are required to submit an online application form and provide the following support material:

- One page CV for the lead applicant/s
- Up to 5 images, 5 pages of written work or 5 minutes of video
- Evidence of community support

Brown's Mart will provide:

- In kind venue hire of the Theatre for one week
- Access to all venue equipment
- A technical operator for up to 20 hours
- Ticketing management and box office support
- The hirer with a reconciliation of the box office taken and any costs incurred within 21 days of the final performance.
- Event listing and ticket sales on the Brown's Mart website.
- Facebook posts on the Brown's Mart Facebook page
- E-Newsletter listing
- On-site display opportunities (subject to availability)
- Access to the ticketing system to generate performance sales reports.



Artists or groups will:

- Receive 100% of the box office less costs
- Be responsible for organising all creative personnel and delivering the production
- Work with the Venue Manager to create a production schedule two weeks before the commencement date.
- Work with the Venue Manager to provide a risk assessment two weeks before commencement date and update as the production develops.
- Work with the Marketing Manager to complete the 'Venue Marketing for SHARE participants' form six weeks prior to the first performance.
- Create all promotional material for the production.
- Place the Brown's Mart Theatre logo on all promotional material.
- Provide adequate media for inclusion with Brown's Mart social media
- Use the Brown's Mart ticketing system (SABO) and absorb the cost of this ticketing either into their ticketing price or pass it on to the patron as a booking fee. (see charges below)
- Be responsible for any additional equipment that needs to be hired from an external source.
- Adhere to all venue hirer rules and Brown's Mart WH&S statement.
- Follow Brown's Mart's Safe Work Procedures at all times.
- Provide two volunteer ushers for the season or pay the costs set out below
- Pay for the hard costs listed below

Hard cost charges:

Air Conditioning	\$14.30 / hour for use of the theatre
Extra Technical Staff	\$45/ hour minimum three-hour call
Usher	\$38/ hour minimum three-hour call
Per ticket charge	\$1.50 / ticket
Seating reconfiguration	\$135 (standard configuration is end on facing Smith St)

Financial Reconciliation:

At the conclusion of the season a financial reconciliation will provided to the artists or group. If there is a surplus, the hirer will receive it following the presentation of a tax invoice. If there is a deficit, Brown's Mart will issue a tax invoice for that amount to the hirer.

Rehearsal Room:

The rehearsal room is not included as part of the SHARE program. Participants may hire the rehearsal room subject to availability. For enquires on rehearsal room hire, please contact the Venue Manager venue@brownsmart.com.au