



Brown's Mart Theatre SHARE FIRST NATIONS Guidelines

Brown's Mart Theatre is committed to providing opportunities for the development and presentation of work by First Nation artists. One of the ways Brown's Mart will achieve this is through its SHARE First Nations program.

Applications will open on 1st December 2018 and will be due by the 21st January 2019. Applications will be assessed by a panel of 3 First Nation's Artists against the following selection criteria:

- Quality of the Artistic Outcomes
- Audience Identification and relevance
- Effective planning and budgeting

Applications will be made via an online form. Applicants experiencing difficult accessing or processing the form are encouraged to contact the Brown's Mart Artistic Director for assistance.

Applicants are encouraged to provide the following support material either as a file upload or as weblink:

- 100-word bio for each artist involved on a single document
- Up to 5 images, 5 pages of text, 5 minutes of video or audio

In 2019 SHARE First Nation will occur in the week commencing 20th May

The successful recipient will be decided no later than three weeks following the application deadline.

Brown's Mart will provide:

- the recipient with 100% of the box office less cost
- in kind venue hire of the Theatre for one week.
- the participant with access to all venue equipment
- a technical operator for up to 20 hours
- ticketing management and box office support, including a Duty Manager for each performance.
- the recipient 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
- an E-Newsletter listing
- On-site display opportunities (subject to availability)
- access to the ticketing system to generate performance sales reports



The FIRST NATIONS Artists will:

- Receive 100% of the box office less costs
- Be responsible for organising all creative personnel
- 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.
- 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

Hard cost charges:

Additional Technical Staff	\$45/ hour minimum three-hour call
Usher	\$40 / hour minimum three-hour call
Per ticket charge	\$1.50 / ticket
Seating reconfiguration	\$135

Financial Reconciliation:

After the season a financial reconciliation report will be generated. The box office minus any hard cost charges listed above will be returned to the applicant following presentation of an appropriate invoice.

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