This agreement is made on DATE between

NAME – The “Artist”

(artist contact info and GST # if applicable)

And

Your Company – The “Theatre”

Address Line 1

Address Line 2

Address Line 3

**Re: Name of Event**

This document is an open access agreement between the Theatre and the Artist.

*\*see Five Tenets of Open Access in below*

This agreement acknowledges the Artist is a sovereign body with individual needs. If this document is enough to provide sufficient security for the creator on this project, then it will serve as the accepted agreement for this activity. If, however, the creator requires further security whether that be through and agent, union, association, treaty, ceremony or any other means that will make the Artist whole, the Theatre will facilitate these requirements, where possible, as requested by the Artist. In addition, should you have any particular scheduling, dietary, wellness, access or other needs, please let us know so that we may do our best to accommodate you.

**Activity:**

**Describe activity here**

**Key Dates**

**(timeline/schedules here)**

**Fee:**

The Theater will provide a fee of (total fee) for this activity.

(insert pay schedule here. note: pay schedule can vary depending on needs of the artist and length of project. Example: ($$$) will be paid upon signing this contract and ($$$) will be paid upon completion of the activity. If the artist collects GST include it here)

The Artist is self-employed. The Theatre is not responsible for remittance of CPP, EI, tax, or any other mandatory employment deductions.

**The Artist’s responsibilities:**

* To communicate their needs to the Theatre.
* To read Letter of Inclusivity – attached.
* To be respectful.
* (include all specific responsibilities related to the activity)

**The Theatre’s responsibilities:**

* To provide the agreed upon fees to the Artist.
* To provide the artist with the necessary resources to carry out their role to the best of their abilities.
* To be available to the artist and receptive to their needs.
* To be respectful.
* (add any additional responsibilities related to the activity)

**If it doesn’t work out:**

If for whatever justifiable reason the theatre or the creator needs to end this relationship, an assessment of worked hours will take place to decide how much money has been fairly earned and how much (if any) would need to be repaid.

If any conflict between the artist and the theatre arises that cannot be navigated by these two parties, a mutually agreed upon mediator will be engaged to find an agreeable outcome.

For the Theatre For the Artist

Company Representative Artist’s Name

Role in Company Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company GST # (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE FIVE TENETS OF OPEN ACCESS**

From An Accessibility Manifesto for the Arts

by Carmen Papalia

Open Access relies on those present, what their needs are and how they can find support with each other and in their communities. It is a perpetual negotiation of trust between those who practice support as a mutual exchange.

Open Access is radically different than a set of policies that is enforced in order to facilitate a common experience for a group with definitive needs. It acknowledges that everyone carries a body of local knowledge and is an expert in their own right.

Open Access is the root system of embodied learning. It cultivates trust among those involved and enables each member to self-identify and occupy a point of orientation that is based in complex embodiment.

Open Access disrupts the disabling conditions that limit one’s agency and potential to thrive. It reimagines normalcy as a continuum of embodiments, identities, realities and learning styles, and operates under the tenet that interdependence is central to a radical restructuring of power.

Open Access is a temporary, collectively held space where participants can find comfort in disclosing their needs and preferences with one another. It is a responsive support network that adapts as needs and available resources change.

**Letter of Inclusivity**

Here at Company, we are committed to fostering a working environment which is free from any form of harassment, bullying, or discrimination. We value a workplace which is inclusive and we strive to maintain a safe space for all. We are committed to actively including all peoples regardless of their age, culture, abilities, ethnic origin, gender, gender identity/expression, sexuality, nationality, race, religion, education, and socioeconomic status. Everyone who is employed by Company or engages with us is expected to use good judgment and be considerate and respectful of others. Our aim is to set a high standard of communication which will be carried forward to our community, creating a more inclusive and creative environment in which to work, live, and play.

It is important that all individuals remain mindful of, and take responsibility for their speech and behaviour in and out of the workplace so as not to shut down effective discussion and other perspectives. This may look like:

* waiting for a speaker to finish what they are saying before replying to them or adding to their point
* respecting everyone's preferred pronouns, and not making assumptions about another's identity (i.e. Experiences, preferred pronouns)
* not pressuring someone to disclose more information than they feel comfortable disclosing
* asking respectful questions when there is something you do not understand
* not using words or phrases that are racist, sexist, homophobic, classist, cissexist, or ableist
* practicing active listening
* suggesting alternate speech acts/behaviours to those you find intrusive or offensive
* maintaining respectful behaviour at work-related events (e.g. Opening night receptions, closing parties, etc)

At Company we aim to hold space for everyone to define and communicate their identities in whatever way they choose, and we encourage everyone to develop an awareness of their own blind-spots when it comes to different forms of privilege, and of their own preconceptions.

If you witness or are on the receiving end of any form of inappropriate behaviour or speech (including but not limited to the examples discussed above), please feel free to address the situation directly if you are comfortable doing so. If not, please reach out to any Company staff member and we will address the situation. If you feel uncomfortable taking your concern to a Company staff member for any reason, please contact Company Board President. We ask that you refrain from any kind of public shaming of the perpetrator in person or through social media, as this has the potential to shut down necessary dialogues.

Thank you for honouring our commitment to creating a productive space for all.