



GUIDELINES FOR A HAPPY, HEALTHY AND SAFE

THEATRE COMMUNITY

Welcome to your creative community on campus. These Guidelines aim to help you understand everyone's responsibilities for participation in this vibrant community.

First things first

- ▶ Incorporate an **Acknowledgement of Country** at the start of rehearsals, meetings, before a performance, in promotion/social media
- ▶ Respect and value the diversity of the people you work with
- ▶ Consider access and inclusion from the beginning of your process
- ▶ Student participation is voluntary and should always aim to be fun
- ▶ Love your planet and think sustainably about all aspects of your production
- ▶ Be organised and plan things well in advance!



Your responsibilities

- ▶ Conduct yourself in a respectful manner, communicating with courtesy and kindness
- ▶ Hold open auditions and encourage diversity in casting to reflect our community
- ▶ Listen and treat people's concerns as legitimate — handle sensitive or confronting content responsibly
- ▶ Respect people's boundaries and sensitivities
- ▶ If you're a performer, remember it's your responsibility to look after your own mental health: recognise and communicate your potential triggers
- ▶ Follow **intimacy guidelines**, understand and seek consent for intimate and physical work
- ▶ Treat people professionally
- ▶ Always prioritise safety, never place cast or crew in a dangerous situation
- ▶ Display trigger or content warnings on audition packs, websites, Facebook pages, ticketing sites and in the foyer – ask UHT or the Creative Arts Officers for help if you need
- ▶ Enact any public health measure and abide by current regulations
- ▶ Familiarise yourself with the **University's Code of Conduct** and understand how it applies to your process

For additional help and resources see **UHT's Website for Student Theatre Groups**.

Code of Conduct

In accordance the **University's Code of Conduct** you must not:

- ▶ Engage in improper behaviour, including harassment, threatening or intimidating behaviour
- ▶ Behave aggressively (door slamming, "storming out", yelling and swearing)
- ▶ Engage in physical or emotional violence
- ▶ Attend rehearsals, meetings, shows or other production related meets under the influence of drugs or alcohol



Handy tips for smooth sailing

- ▶ Create an Info & Audition Pack to help performers understand what they will be required to do, this is especially important if your play deals with challenging themes
- ▶ Initiate check-in processes throughout rehearsals to get a sense of how people are feeling
- ▶ Create space for people to share information about their identity; for example you can ask for people's personal pronouns in early rehearsals or even in the audition process
- ▶ Determine early if anyone in your cast/crew or band require support for access
- ▶ Set up clear lines of communication for cast, crew and production teams
- ▶ Have a process in place for communicating lateness and availability issues
- ▶ Give at least 1 week's notice of rehearsals
- ▶ Provide information about your Production Week early in the process
- ▶ Have realistic time commitment expectations for your (volunteer) production team
- ▶ Take regular breaks throughout rehearsals
- ▶ Acknowledge we all make mistakes and admit when you could use a little help!
- ▶ Delegate and trust that people will do a good job
- ▶ Be flexible
- ▶ We work closely with one-another so remember good personal hygiene
- ▶ Find ways to socialise and relax together
- ▶ Celebrate your successes! Need help?

Need Help?

If someone breaches the guidelines, you are empowered to:

- ▶ Approach the person directly
- ▶ Approach your group's designated representative

If you don't feel comfortable to do that, you can also approach:

- ▶ UMSU's Contact Officers (there are posters detailing who these people are, and how to contact them)
- ▶ The Artistic Director of Union House Theatre
- ▶ UMSU's Creative Arts Officers
- ▶ A member of staff at UMSU

From there:

- ▶ We can offer support
- ▶ We can attempt resolution via:
 - ▶ Connecting you with a Contact Officer
 - ▶ Connecting you with resources
 - ▶ Connecting you with University Services

Please report any incidents of disrespectful or discriminatory behaviour to your advocate, representative, a staff member at UHT, UMSU Contact Officers or UMSU's Creative Arts Officers.

If you are struggling to find these contacts, available online, please email:
uht@union.unimelb.edu.au

