

HAMPSHIRE COLLEGE THEATRICAL LIAISON **CONTRACT**

Hampshire Theatre is a sequential, process-oriented program offering flexibility in curriculum and demanding strong initiative and motivation from each student. We feel a theatrical liaison is absolutely paramount in ensuring the success of shows within our theatrical community- no matter how big or small.

THE RESPONSIBILITIES OF THE THEATRICAL LIAISON ARE AS FOLLOWS (IN NO PARTICULAR ORDER):

- 1) You are required to attend all vital production meetings.
- 2) You must attend at least one rehearsal each week.
- 3) When attending rehearsals, introduce yourselves to all new cast and crew.
- 4) Make sure to get to know all members of the production by name. You will not be able to fulfill your duties as theatrical liaison if you do not know the names of the cast and crew you are assisting.
- 5) Take notes so as to better inform your facilitation of post mortem.
- 6) Take the time to speak with each and every member of the production and ask them how the process is going- is there any discomfort? Is everything great? Is there any conflict? ETC.
- 7) Take the time to meet with groups within the production. Not just cast and or crew.
- 8) Do not expect there to be conflict. By assuming that one will arise, you run the serious risk of creating tension that might not have otherwise existed.
- 9) If a conflict should arise, work with all those involved to find a solution-
COLLABORATIVELY!
- 10) Familiarize yourself with the shows budget. It is not your responsibility to keep tabs and or voice concerns about any shows budget. However, it is a good idea to anticipate how potential budget changes can effect a production.
- 11) CHECK IN! CHECK IN! CHECK IN! WITH EVERYONE!

- 12) Make yourself available. Give up-to-date contact information to the cast and crew.
- 13) Make it clear that any member of the cast and or crew may contact you in private.
- 14) Make sure to familiarize yourself with the current space policies and contracts.
- 15) Be aware of your role as a liaison- you are there to assist in the success of a production. You are not there to add artistic input.
- 16) Report to Hampshire College's Theater Board weekly.
- 17) ATTEND THE SHOW! This is mandatory!
- 18) Meet with all members of the production after each run.
- 19) Inform directors, slot agents, producers, and production managers that they can and should meet with Hampshire College theater's faculty and staff after the completed run of their show. This is not mandatory, but heavily encouraged.
- 20) In preparation for post mortem, read through past post mortem notes. This will assist you in understanding what has and hasn't worked in the past.
- 21) Lead post mortem in a responsible and time-conscious manner. Remember, the main goal of post mortem is to reflect on the process of the production. It is not a time to reminisce about how awesome and or awful everyone was during the duration of the production.
- 22) If tension and or conflict should arise during a post mortem- attempt to diffuse the situation. Do not encourage angry discourse- but conversely, do not censor.

By signing this contract you are agreeing to engage responsibly with your responsibilities. If you do not do so, you will be required to meet with Hampshire College's Theater Board. If the board feels you have are unable to fulfill your responsibilities, your position as liaison will be filled by someone who can better assist the production at hand.

NAME: _____

DATE: _____

Please find a list of important contacts bellow: (TBD)