

Producers Forum

Citizens Theatre (Circle Studio), Gorbals Street, Glasgow

Thursday 9 June 2016 2-5pm

Citizens Theatre, Glasgow

Attendees:

Sarah MacFarlane (A Play, A Pie and Pint), Helen Milne and Lesley Anne Rose (Aberdeen Performing Arts), Ashley A Pilling, Sally Lewis (Asylon Theatre), Lauren McLay, Rishaad Moudden, Jeremy Wyatt (Ayr Gaiety), Belinda McElhinney (Barrowland Ballet), Callum Smith, Jaine Lumsden (Creative Scotland), Sarah Gray (Cumbernauld Theatre), Dana Jane MacPherson (Cryptic), Dawn Rebecca Taylor, Viktoria Begg (Dundee Rep), Federica Esposito (Fuora Dance Project), George Carson, Hector Macpherson Brown (National Theatre of Scotland), Kenneth Davidson, Tania Czajka (Le Petit Monde), Mike Griffiths, Anna Hodgart (National Theatre of Scotland), Neshla Caplan (Noisemaker), Lowri Potts (Spinning Pizza Arts), Stephanie Katie Hunger, Ruth McEwan (Traverse Theatre), Jenn White (Puppet Animation Scotland), Laura Penny (Visible Fictions).

Amanda Liddle (FST), Ruth Johnston (FST)

1. Introductions

Amanda Liddle welcomed everyone to the sixth Producers Forum and thanked them for attending. This Forum is a platform for more detailed discussion of wide-sector issues around aspects of producing theatre and dance.

FST specialist forums are led by those that wish to be part of it. It is there to allow for networking and skills sharing, including best practice, knowledge and peer support.

2. FST Update

- **[Deadline for Step Up 9 Mentors Programme](#)**: Step Up is a unique professional development programme which provides professionals from a range of specialisms across the performing arts sector with coaching and mentoring skills to be able to support (mentor) colleagues (mentees). **Deadline 22nd of June 2016**
- **Members Meeting and Touring Forum is on 22nd of June at Carnegie Hall in Dunfermline**: The Members' Meeting will be a half-day event (11am-1pm), followed by a networking lunch. The meeting will include a presentation from Joan Parr, Creative Scotland, on their Creative Learning Review, so please encourage your Creative Learning colleagues to join us for this event
The full agenda can be downloaded [here](#)
- **[The Touring Forum](#)**
The Touring Forum will follow the networking lunch on 22 June (2pm - 5pm) and members attending the Members' Meeting in the morning are welcome to stay for the forum. The

event will concentrate on a subject from the previous Touring Forum: ‘Improving how we reach, build and retain audiences for touring’, which may be of interest to your marketing colleagues, so please encourage them to attend as well. The minutes from the previous forum [can be found here](#) and the agenda for the forthcoming forum [can be found here](#)

- **[The Euan Turner Training fund](#)**: This fund has been set up in the memory of Euan Turner, FST’s Health and Safety advisor who passed away in June 2015. The purpose of the Euan Turner Training Fund is to financially support freelance and employed Technical, Production and Stage management personnel in the Performing Arts Sector in Scotland, who might not otherwise be able to afford it, to undertake training for nationally recognised Health and Safety qualifications. **The application deadline for the first round of this fund is 12 noon on 28 June 2016**
- **[The next CPTS Technical Forum is on 24 June at The Royal Conservatoire of Scotland](#)**: The Creative Production and Technical Skills (CPTS) project is a partnership between Creative & Cultural Skills and the FST. Its purpose is to develop technical and production training, skills and career progression for the performing arts, live events and wider creative industries in Scotland
- **FST’s 40th Birthday**: Call out for photographs for the annual review. Email [Agnieszka](#)
- **FST Assistant Director and Producer Placement Bursaries**:
[Assistant Director Bursary](#): This bursary operates as a partnership between the applicant and host Theatre Company, any submission to the programme via the application form must be jointly developed. **Deadline Monday 19th September 2016**
[Producer Placement Bursary](#): The Producer Placement Programme focuses on the professional development of producers and will support them to undertake a placement with established producers from the UK and internationally. **Deadline Monday 19th September 2016**
- **[FST Health and Safety Advisor](#)**: FST is seeking an exceptional individual to provide Health and Safety services and advice to the Scottish performing arts sector through consultancy, advice and training. **Closing date, 12 noon Friday 1st July**

3. Working Group Feedback: Producers Best Practice

Sarah Gray (Cumbernauld Theatre) fed back on this working group, which was set up to progress work started at the November 2015 Producers Forum and has been working towards a set of guidelines for best practice in contracting Producers.

Sarah Gray provided an update on producers/artist best practice guidelines in contracting work. This would be with a view to developing a best practice toolkit and guidelines for producers and artists to explore when establishing a working relationship, formal agreement and planning and delivery and end of project. This would be a general guide based on the process of working on a project (whether long term or one off) with guidelines on establishing ground rules, timescales and expectations.

SG talked about the possibility of using a visual to accompany the guide based on tasks, vision, experience of work and evaluation.

The working group are next meeting on **14th June 2016**.

Opened to the floor for feedback:

Is there a need for some kind of Glossary/explanation of terminology?

Should we have a different set of questions/things to consider if the artist and the producer have never worked together before?

- Attendees agreed it would be useful to have a reference book.
- It was suggested that an awareness of different timescales was important and the practicalities of working within them

Suggestions of what could be added to the prompt questions:

- Calculation of fees – finding right levels of payment
- **SG** explained that it would be a comprehensive guide on how much work each part of the project would be rather than fees
- Different definitions of Producer
- Difference between one off and long term work
- A breakdown of the start of a project: developing funding proposals, financial compensation or other means
- How to put a formal agreement in place
- At what point is a project green lit?
- Samples of contracts between artists and producers
- **SG** explained that they could develop templates for sharing. **Action: if anyone has any useful templates please share**
- Timeframes – examples of timekeeping records (attendee suggested Office Time software for time management of projects)
- Examples of letters of agreement and outlines of terms, number of days and clauses
- Attendees discussed the various definitions of producers, noting the language used by big venues is different from small/freelancers
- **SG** suggested a glossary of terminology
- It was suggested that an FAQ for the different stages of the work would be useful
- Attendees discussed the definition of a project manager
- **SG** explained that they are not trying to define the terms rather this would be a general guide about what the producing journey is
- It was suggested that there could be a menu of what producers do/checklist and you could pick the bits that relate to your project
- Attendees noted it would be useful to read other people's experiences, including brief description such as of 'how it works for me'

5. Working Group Feedback: Co-creating Work

Lesley Anne Rose (Aberdeen Performing Arts) fed back from the working group which first met on 6th of June and was set up to work towards a set of guidelines and principles for writers, producers and other creatives to use when working on multi-authored or co-created works. A Best Practice Guide for producers, writers and creatives in contracting co-created work with sample resources and explanations of different types of copyright.

LAR talked through the three processes of the working relationship outlined in the draft Best Practice Guide including: initial questions (what work needs to be undertaken), establishing the working relationship/initial development period and full contract. There is potential for a fourth stage, understanding of the work needed.

Opened to the floor for feedback:

- Attendees discussed the need for clarity on what a project might need a writer for, with it being identified that writers are being used more for collaboration
- **LAR** said there needed to be clarity on roles in co-created work
- Attendee suggested Scottish Enterprise for free legal advice regarding copyright. There is also a document you can download from Creative Scotland
- Attendee suggested Own It an online resource with templates and advice on intellectual property
- **Action: if anyone has anything to add to the Producers Resource list please email [Amanda](#)**
- Attendee discussed issues with devised work, citing a need for a tool kit for understanding your rights

6. Any other business:

Opportunities:

- **Starter for Ten:** In 2016, to mark their 10th birthday year, the [National Theatre of Scotland](#) is offering ten aspiring theatre-makers a funded residency of £2,500 to help them develop their skills, networks or explore a new idea for a piece of theatre. **Closing date for applications Wednesday 20th July 2016, 6pm**
- PRS funding for sound, sonic artists. Get in touch with [Cryptic](#)
- Rehearsal space is available at The Wee Theatre at [St Margaret's House](#) in Edinburgh. More info [here](#)
- [Leith Theatre](#) in Edinburgh has rehearsal space between July and August. More info [here](#)
- **Puppet Animation Scotland:** Chance to be an assessor for the Total Theatre Awards which is taking place during the Edinburgh Festival Fringe 2016. **Closing date for applications Friday 1 July, 12 noon.** More info [here](#)
- [FST Members Meeting and Touring Forum](#) will take place on **22nd June 2016** at Carnegie Hall, Dunfermline

Next Producers Forum - 10 November – Venue TBC