



NORTHERN MICHIGAN UNIVERSITY

Code of Conduct: Theatre Technology & Design

NMU Theatre & Dance wishes to provide a safe and respectful environment for the artists and students involved in our productions.

As Educators, it is our responsibility to prepare you for the world of professional design and technical work. We are presenting you with a series of expectations, as well as the consequences for choosing to disregard these expectations. **While this document is comprehensive, it is not exhaustive. Situations not explicitly addressed will be handled on a case-by-case basis.** Our department is committed to maintaining a safe, professional, and welcoming environment that respects the dignity of every individual. The Department of Theatre & Dance believes respect comes in many forms and by participating in our productions you agree to the following professional conduct:

I agree to:

- 1) Meet all assigned deadlines
- 2) Attend all assigned production meetings unless excused by your immediate supervisor
 - o If an emergency arises and you must miss a meeting let your supervisor and the production manager know ASAP
 - o Excused absences include but are not limited to: Classes, University recognized events & holiday, and agreements between yourself and your supervisor.
 - o Shop employees must clock out for production meetings
- 3) Be ready and prepared to work at the assigned rehearsal/performance/shop start times
 - o If arriving late, you must contact your direct supervisor, Stage Manager, or Production Manager
 - o Late arrivals are subject to the 3 strike policy outlined below
- 4) Enter the space with a collaborative attitude, focused, and ready to work:
 - o Treat all Company members with patience and respect
- 5) Scheduled work calls, rehearsals and performances take precedence over all other extracurricular/vocational activities
- 6) Never arrive at a work call, rehearsal, technical rehearsal or performance under the influence of drugs or alcohol
- 7) Accept artistic responsibility and never blame others
- 8) Never criticize another colleague's work either in-person or via social media in a non-constructive way
- 9) Accept both public praise and constructive criticism with grace and humility
- 10) Respect all members and patrons of the Department of Theatre & Dance
- 11) Adherence to this Theatre Technology & Design Code of Conduct will influence Practicum grades and is subject to the 3 strike policy as outlined below

Furthermore:

- Use of digital devices are prohibited on stage and backstage at all times unless contributing to the work of the production
- Digital Devices are permitted, in silent mode, in the auditorium during rehearsals and in the dressing room and green room during performance:

- As long as it is not disruptive
- As long as you do not miss any cues
- In accordance with NMUTD's Social Media Policy as stated in the NMUTD Student Handbook
- Guests are not allowed backstage or in the dressing room without first obtaining permission only from the Production Stage Manager.
 - You are required to provide escort for any permitted guest.

While this document is comprehensive, it is not exhaustive. Situations not explicitly addressed will be handled on a case-by-case basis. The following 3-strike policy will be the process for any company member(s) found in violation of the above Code of Conduct:

- The first transgression will result in a verbal reminder.
- The second will result in a verbal warning, and concurrent production assignments will be reviewed by the faculty, who will assess whether they need to be reassigned.
- On the third strike, your role in the production will be re-assigned, and your academic standing will be reviewed by the faculty and staff of NMU Theatre and Dance.

All strikes will be followed up via email to ensure strikes are tracked and that all parties understand the nature of the transgression.

NMU Faculty and Staff reserve the right to immediately dismiss a company member for any major violation of the above Code of Conduct. *While this document is comprehensive, it is not exhaustive. Situations not explicitly addressed will be handled on a case-by-case basis.*

Show Title: _____

Position: _____

Signature: _____ **Date:** _____