



JOINT VENTURES Partnerships with Outside Theatre Professionals

GUIDELINES FOR A GRIEVANCE PROCEDURE

NOTES

This is not a legal document. It is designed to assist the youth theatre and the individual find an amicable way to resolve any disputes that may arise during the course of the production. It has informed by consultation with professional theatre practitioners.

Grievance Procedure

Should there be a grievance on one side or the other, we advise the following structure be in place prior to commencing the project:

1. The producer should inform the individual to whom he/she would be referred to should there be a grievance. This person could be the chair of the organisation, general manager and/or someone from the board of directors.
2. Both sides of any dispute should keep records.
3. The individual should refer the grievance to the person(s) delegated by the producer and may choose to be accompanied or to record the meeting.
4. The designated individual is then charged with mediating the situation between the producer and the individual.
5. Should the matter be resolved by an agreement, the same designated individual should handle any infringements on that agreement.
6. Should the grievance be involve the designated individual, another mediator should be sought.
7. Should that matter prove beyond resolution, please look to the termination of contract PDF.

This is not a legal document but an advice sheet to youth theatres and professional theatre directors, designers, production managers and writers.

