



ROTORUA MUSICAL THEATRE

CODE OF CONDUCT
Theatre Etiquette

MAY 2020

ROTORUA MUSICAL THEATRE

CODE OF CONDUCT (THEATRE ETIQUETTE) POLICY

BACKGROUND

Rotorua Musical Theatre, formally Rotorua Amateur Choral and Operatic Society, was founded in 1945. After several changes of venue Rotorua Musical Theatre currently operates from 121 Riri Street. The organisation owns the site and building named Casablanca Theatre

VISION

To lead the way in musical theatre.

MISSION

To ignite passion and to nurture potential through the staging of high quality entertainment.

Theatre etiquette is how one behaves in rehearsal or performance in order to achieve a high standard of performance, whether in professional or amateur theatre.

There are widely accepted and observed guidelines and protocols for the working life of the theatre performer, These protocols contribute to a focused, disciplined and pleasant atmosphere in which all are able to carry out their best work and to which everyone will wish to work with and for.

The following policies and rules are inherent for Rotorua Musical Theatre –

- Show respect to one self and to each other.
- Be prepared to learn new skills.

HEALTH AND SAFETY

- Under the Health and Safety at Work Act 2015, relating to PCBU (Person Conducting a Business or Undertaking) responsibilities, all hazards within Rotorua Musical Theatre will be identified, assessed and conveyed to performers and crew by the stage manager or Rotorua Musical Theatre Health and Safety representative.
- During any rehearsal or performance all health and safety requirements of Rotorua Musical Theatre are to be observed.
- An Accident Register and a First Aid Register to be available.
- Adhere strictly to emergency, evacuation and other safety procedures as outlined by the stage manager or Rotorua Musical Theatre Health and Safety representative.
- Attend at any emergency procedures drills as required by the stage manager, especially to note hazards, fire exits and evacuation posts.
- Only closed in footwear is permitted on and around the stage area. If non footwear is required for the character then overlay footwear should be worn until stage entry.
- Practical jokes have no place in performance **EVER**. This detracts from the meaning of the show.

BULLYING HARASSMENT AND DISCRIMINATION

Rotorua Musical Theatre policy which applies to all personnel is –

- Non tolerance of any kind, as set out in the Anti-Harassment and Anti Bullying guidelines.
- To prevent and to deal successfully with any bullying, harassment or discrimination.
- To ensure all personnel know their rights and obligations under these guidelines.
- A risk to health and safety is a form of misconduct.

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Rotorua Musical Theatre is responsible for setting the example of what is acceptable to creating a safe and enjoyable culture. Any incidences to be reported and investigated.

Bullying, harassment and discrimination –

- Can affect morale of the cast and crew.
- Can lead to stress and impact the performance quality.
- Can affect health.
- Can damage relationships.
- Can impact on productivity and creativity.
- Can damage Rotorua Musical Theatre’s reputation as well as the reputation of the person whose behaviour is in question.
- For more information around this look on our website under the *Anti – Harassment and Anti Bullying Policy*

DRESSING ROOM ETIQUETTE FOR PERFORMERS

- No eating, drinking (except for personal water in a container with a closed cap) or smoking either in the dressing rooms, backstage or onstage.
- No alcohol permitted in any backstage area.
- Avoid wearing strong perfumes.
- Report any breakages or alterations to the appropriate HOD.
- Be courteous to fellow performers and crew members. Say ‘please’ and ‘thank you ’often.
- Clean up your own mess. Keep your dressing area and costumes tidy.

CREW MEMBER ETIQUETTE

- Arrive and sign in earlier than your call in order that you are actually working at the call time.
- Wear appropriate clothing and footwear, as stipulated by the stage manager.
- Do not eat or drink backstage.
- Do not talk backstage except for show related business, especially not to the actors as this may break their concentration.
- Do not chat while on headset and remember to turn off the mic when not talking.
- Do not perform tasks not assigned to you unless advised by the stage manager.
- Do not move, borrow or play with props unless authorised by the props manager or the stage manager.
- Report any breakages to the stage manager.
- Say ‘please’ and ‘thank you’ often.
- No cell phones and other devices while on duty backstage.
- Clean up your own mess.

MOVEMENT BACK STAGE AND THROUGHOUT THE THEATRE

- Remain in the dressing room(s) when in costume and make up until called by the stage manager or other authorised personnel.
- Do not appear in costume and make up in the theatre foyer unless this is permitted as part of the performance.
- No cell phones, texting, personal auto devises or computers on or off stage.
- No laser pointers.

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- Remain quiet backstage.

PERFORMANCE AND REHEARSAL

- Arrive punctually at the time set by either director or stage manager ready to commence on time.
- Adhere to the rehearsal / performance schedule and advise production secretary of any absences.
- Wear appropriate stage footwear which will be required for the performance as from the first rehearsal.
- Focus solely on the work at hand. Personal problems and socialising interfere with a professional performance.
- If anticipated late arrival or absence, inform production secretary (rehearsals) or stage manager (performance).
- Sign in on time to advise you are in the theatre and do not ask others to sign in on your behalf.
- Be attentive and concentrate in rehearsals and performance and respect other actors.
- Maintain focus, patience and a positive attitude.
- Do not dispute instructions given by director, wardrobe, props or stage manager.

WARDROBE

- Report for all fittings on time, bathed, wearing deodorant and proper clean underwear which will be relevant to the costume, i.e. proper bra, bodysuit (male and female), well fitted underwear for men. See Appendix 1 attached.

WORKSHOP

- Do not borrow personal tools or if someone is using the equipment without asking.
- Put all tools away in the correct area.
- Clean up all mess made.
- Report all breakages and the last of any article, i.e. screws.
- A Hazard Register, Accident Register, First Aid Register to be available.
- Ensure all electrical tools being used have been correctly authorised.
- Practical jokes and 'horseplay' is not APPROPRIATE.

FOOD

Throughout rehearsal and during show season there are times where there is combined 'pot luck' meals and food for the cast and crew during show season. If you have any special dietary requirements, can you please let your production manager know.

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