

THICK & TIGHT'S FREELANCE POLICY

Thick & Tight is run by Daniel Hay-Gordon and Eleanor Perry. We are the Co-Directors. Daniel's pronouns are he/him/they/them. Eleanor's pronouns are she/her/they/them. ([What are pronouns?](#))

This policy tells you what you need to know about working with Thick & Tight. It explains the way we work and what we are doing to make sure you feel safe and confident working with us. It also tells you to who to contact about different things and what to do if you have any concerns or complaints. As freelance artists ourselves, we are trying to create the best possible working environment for people who work with us.

Who to contact:

To talk about letters of agreement and social media, get in touch with Daniel Hay-Gordon. You can contact him at d_h_g@hotmail.co.uk.

To talk about invoices and payments, get in touch with Eleanor Perry. You can contact her at eleanorperry@hotmail.co.uk.

You can get in touch with either Daniel or Eleanor about any other concerns or questions.

If you need to make a complaint, please look at our Grievance Policy which explains how to do this. You can choose to talk to Daniel or Eleanor or someone from our Advisory Committee.

Concerns and Complaints

We have an Anti-harassment & Bullying Policy and Grievance Procedure Policy to help us deal with concerns and complaints and to keep everyone safe. We will send you all our policies when you begin working with us and they are also available on our website here: www.thickandtight.com/policies

When working for Thick & Tight, we recommend that you take a note of any issue or concern you experience and when/where it happened, no matter how small, in case it builds up. If you prefer, you can mention it to us and we will make a note of it. We won't take action until you ask us to, but it could help you if you need to make a complaint.

We are trying out taking 10 minutes at the end of each day to reflect individually or together on any issues or concerns that may have come up. If you have any suggestions about this, please let us know.

Health & Safety

We will do everything we reasonably can to ensure your safety while working for us. As a freelancer, you are also responsible for your own and others' safety while working. If you are involved in an accident while working for Thick & Tight, you must tell us and we will make a note of it. It is your responsibility to have your own public liability insurance.

Thick & Tight have Public Liability and Employer's Liability insurance with Hencilla Showtime. Please get in touch with us if you'd like to know more about this.

To find out more, please see our full Health & Safety Policy.

Letters of Agreement

We will write you a Letter of Agreement for freelance work with Thick & Tight. These are formal agreements which help us all be clear about what work you are expected to do and what we will pay you. We will ask you to sign the Letter of Agreement and we will sign it too.

Sometimes we might decide not to give you a Letter of Agreement, for example if you are employed by another company who we are working with or if the work is only for a few days. If we are not planning to write you a Letter of Agreement but you would like one, please get in touch with Daniel Hay-Gordon (d_h_g@hotmail.co.uk) to talk about it.

Access Riders

If you would like to send us your access rider, we would be happy to receive it and would do our best to make sure we can meet your needs. If we do not think we can meet all your needs, we will be honest about that and will talk to you about what we can do to make sure you are able to work with us safely and comfortably.

To find out more about access riders, have a look at this page on [Disability Arts Online](#), where you can find and freely download a template access rider created by Alexandrina Hemsley.

Studio Environment

We aim to work in rehearsal and performance spaces which have a sprung dance floor wherever possible and which are kept at a warm temperature. The space should be clean and dry, with drinking water, changing facilities and toilets (male, female and

gender-neutral) available. We sometimes have to work in environments that cannot meet these standards, for example nightclubs or community venues. If this happens, we will check that you feel comfortable about what we are asking you to do in these spaces.

We aim to let you know about the facilities and accessibility in the working space we plan to use. We will ask if you have any specific access needs and will make changes to the space to meet these needs or find somewhere else. We will not ask or expect you to work in a place that does not meet your access needs.

If you are worried or uncomfortable about any environment we bring you into, please talk to us and we will do what we can to ensure your safety and wellbeing.

Warm-Up

We aim to lead a warm-up which makes you feel ready for the rehearsal, show or workshop you are doing. If you would rather do your own warm-up, that is fine too. Please feel free to tell us what works best for you and your body. We sometimes offer Open Class where we invite other people to join the warm-up. We will check that you feel comfortable about this if we plan to do it.

Thick & Tight creative working methods

PERFORMERS:

We aim to make work which shows the audience how brilliant you are. We try to be well prepared before a rehearsal or creation period and usually create set choreography or scores which we teach you. We know that in the history of dance, working this way has given choreographers more power than the performers and it has led to inequality. We work this way because it gives us all a clear idea of what our roles are. We view all roles as equally important and valid. We try to take full responsibility as choreographers so that we can create a clear framework for you to interpret the work and perform to your best. We will include you in our thought process and share the research and ideas behind the work, staying open to your creative input. If this way of working doesn't feel right, please feel free to discuss it with us. We want you to feel happy and confident performing our work.

In our work we often ask performers to play a real-life character or famous person. This person may have a very different perceived or felt identity from the performer. For example, we may ask you to play someone of a different race, sex or gender. We will do this with sensitivity, especially around racism and appropriation. We will not cast a white person in the role of someone of a different race and understand that racism does not work in the reverse. We may also ask you to play someone whose

identity is closely linked with yours. The differences or similarities between your identity and the person you are portraying are an important part of the work. This is because our work tries to challenge the inequality around how different people's identities are viewed and treated in society. We would like to have open talks with you about this and to make sure that you are completely happy about what we are asking you to do. If the way you feel about it changes, we are happy to look at the work again and make changes.

We sometimes work with creative tasks. If we do this, you will be credited for your choreography in programmes and digitally. Your letter of agreement will give details about who owns this material.

When Thick & Tight engages you as a performer, we will ask you to sign a consent form for the use of photographic and film documentation of you. If you wish to make any changes to this form, please talk to us about that. When we use filmed or photographed documentation of you, we will try to check that you are happy for us to use it. If the cast of a certain work has changed, we will try our best to use documentation of the most recent cast. We will always ask if we need to use an image of someone who is no longer performing that work. We will credit you within photos and films wherever possible and will ask venues and organisations using them to do the same. If you have said that you are happy for us to use a photo or film but later change your mind, we will remove the photo or film from our website or social media if you ask us to. We will ask venues or organisations we are working with to remove them from their platforms too.

DESIGNERS:

When working with costume, hair, make-up, set, sound or lighting designers we aim to share our concept of the work and be clear about what we need. We often have ideas for design and hope to work collaboratively, but we don't want to restrict your creativity. We're very happy to discuss the best way of collaborating with you. Lighting design is usually timed to the soundtrack and we try to have these timings ready before a tech rehearsal. We will credit your work within photos and films wherever possible and will ask venues and organisations using them to do the same.

PHOTOGRAPHERS/FILMMAKERS:

Your letter of agreement will tell you what we plan to use your work for. If we want to use your work for anything not written in the agreement, we will get in touch with you. We will always credit you for your work on our own platforms. If a venue or organisation we are working with needs us to send a film or photograph, we will always ask them to credit the photographer or filmmaker. We will check that they have added the credit and if they haven't, we will get in touch as soon as possible to ask them to.

Costume, Costume Fittings, Hair and Make-Up

PERFORMERS:

We aim to let you know as soon as possible about the costume we and our designers are planning for you to wear. We want you to feel good in the costume and will ask you for any needs or thoughts you have about what you feel comfortable in. As early as possible, we will arrange a rehearsal in costume to make sure you can move safely and comfortably. We will make changes if they are needed. Wherever possible we will avoid last-minute fittings which don't allow for changes to be made before a performance.

We aim to provide somewhere for you to change from your own clothes into the costume in private. Even if you feel comfortable changing publicly, we ask that you change in private. Our Safeguarding Policy explains 'Good practice in appropriate physical contact' which is also known as "safe touch". We will discuss safe touch with the designers we work with, so that you don't experience touch that you haven't consented to during costume fittings. We will also discuss with our designers that they must use your correct pronouns and not ask inappropriate questions or requests about your body or identity. Costumes, hair and make-up will always be gender-affirming, unless we have checked that you are happy to play and dress as someone of another gender.

We will check that hair and make-up designers are experienced in working with your hair texture and skin tone.

We will make sure that costumes, hair, make-up and fittings consider and support the needs of anyone we work with. For example, those with

- A colostomy bag
- A back brace
- A wheelchair
- Fat bodies
- Allergies
- Sensory sensitivity
- Any other needs

We will ask who you would feel most comfortable talking to about your needs and will arrange for you to talk to that person privately. We will check that designers feel confident to work with your needs, making sure we have the right person for the job.

DESIGNERS:

Please read the section above.

We will give you as much information as we can about the performers you will be designing costumes for. We will tell you if they have any particular needs relating to their costume or fittings. We will check that you feel comfortable and confident to do the work. We want you to feel able to tell us if you don't feel comfortable to go ahead with the work and it won't affect our relationship with you if you don't.

Scheduling

We aim to give you a clear working schedule as early as possible and to tell you if anything changes along the way. This includes dates of work as well as the timetable for each working session. We know that it is important for freelancers to be able to make different jobs work around each other. We aim to be flexible about your other work commitments as much as we can and ask that you keep in touch with us if there might be a clash of dates.

During each working session, we understand the importance of knowing what is expected of you and when, so that you can pace your physical and mental energy. Each session's timetable will include clear break times. If you need a break outside of these times, please just ask us as and when you need to. As part of scheduling information, we aim to tell you in advance who else will be at each session. For example, this might be a designer, a photographer or a work placement student.

If for any reason you need longer to learn the material we are teaching or need the session to be divided up differently, for example if you have dyspraxia, please talk to us about the ways we can best support you or adapt the schedule to make it work for you.

Working with organisations

Thick & Tight's policies and values are very important to us and we will make sure that any organisation we work with is aware of them. We aim to send our policies to the organisation well in advance of working with them. Where possible, we will ask the organisation to read and abide by our policies as a clause in our agreement with them. Our policies set out our expectations and boundaries; we expect the organisation to meet our expectations and not cross our boundaries, and will raise any concerns about this with them. If it is more appropriate, we will work with the organisation's own policies if we feel they uphold our own values. We hope that each relationship we have with another organisation will give us an opportunity to learn more about improving working practices, to feed back into Thick & Tight.

If we are programmed alongside other artists, we will try to meet with them to agree on our shared principles.

Fees & Invoicing

Thick & Tight Ltd employs everyone on a freelance basis. When you work for Thick & Tight you need to take responsibility for paying your own taxes and National Insurance contributions. You also need to arrange your own public liability insurance. Please tell us if you are VAT registered. If you need any advice about any of these things, please ask us.

We aim to pay fees more than or equal to ITC/Equity guidelines. This will depend on your level of experience and what rate you usually charge for your work. Wherever possible, we try to pay everyone the same, putting equal value on everyone's time and skills. Your fees will be clearly agreed in advance and explained in a Letter of Agreement, or in writing if we aren't using an agreement. If we are waiting to hear about a funding application to be able to go ahead with the work and fees, we will tell you this.

We aim to ask for an invoice from you as soon as possible after work is complete. You should send your invoice to Eleanor Perry (eleanorperry@hotmail.co.uk). If work is divided over a period, you can invoice for any sections of the work when you want to. Your invoice should include your name and contact details, the date and nature of the work completed, the agreed fee and your bank details. It should also include your Unique Taxpayer's reference number and a statement saying that you are responsible for your own National Insurance contributions. It should be addressed to:

Thick & Tight Ltd, Austin House, 43 Poole Road, Westbourne, Bournemouth, BH4 9DN

Payment will be made as soon as possible after we have received your invoice. We aim to pay you within 14 days, but will pay late fee charges after 30 days. Late fee charges are at the UK standard rate (find out more [here](#)). If you send your invoice before work is complete, the 30 days will begin once we've agreed the work is complete.

We will do our best not to overlook any payments, but feel free to remind Eleanor if you are waiting for your payment or if you need it soon.

Finally...

As a small not-for-profit organisation, we hope you will understand that the aims of our freelance policy are made in good faith, but that it may be impossible for us to meet all of these aims all the time. We are doing lots of work to learn how our

company should work and whether we need more people to help us manage everything. We are always open to suggestions and feedback about your experience of working with us.

We will keep reviewing this policy to change things as we learn more.

Thank you!

Date of last policy review	December 2022
Date of next review	Winter 2023
Signed	Daniel Hay-Gordon
Position	Co-Director