

Appendix 1 Operating Agreement



The purpose of the operating agreement is to promote mutual agreement among all members of the freelancer working group and to avoid unclarities regarding various aspects of the project/production. The operating agreement is recommended to be filled out and signed at the beginning of the project/production.

1. Parties / Members of the Working Group

Name of Choreographer/Director, Job Description, and Estimated Work Hours
Name of Dancer/Performer, Job Description, and Estimated Work Hours
Name of Designer, Job Description, and Estimated Work Hours
Name of Dramaturge, Job Description, and Estimated Work Hours
Name of Producer, Job Description, and Estimated Work Hours
Name of Grant Application Writer, Job Description, and Estimated Work Hours (if different from the producer)
Name of Other Artistic Worker, Job Description, and Estimated Work Hours (e.g., mentor, artistic advisor, scriptwriter)

2. The Project, Production, Artwork, Event

Introduction and Basic Information about the Project (Short Description taken from the Grant Application, for example)

What – Description of the Project, Production, Artwork, or Event
Why – Purpose or Objectives of the Project
When – Timeline or Schedule of the Project
Where – Location or Venue of the Project
Who – Key Individuals or Stakeholders involved in the Project

3. Project Schedule

Rehearsal Schedule (to be updated if changes occur)
Duration of Rehearsal Period (estimated if not known)
Number of Rehearsals and Length of Each Rehearsal Session (estimated if not known)
Schedule for Press Photos, Trailers, Interviews, etc., if not included in the rehearsal schedule
Premiere and Duration of Performance Run
Number of Performances
Time allocated for post-performance work after the performance run
Estimated schedule for possible additional performances and gigs, including the number of revival/restaging rehearsals
Identification of the individuals involved in potential further performances
Mention of how flexibly the team members approach schedule changes in the project

4. Rehearsal Venue and Performance Venue

Information about the Rehearsal Venue(s)
Information about the Performance Venue(s)

5. Responsibilities – Who Handles What

Who manages schedules, rehearsal space bookings, and contact with the performance venue?
Who takes care of marketing, publicity, and interviews?
Who is responsible for grant applications?
Who communicates grant decisions and the intended use of funding to the working group?
Who monitors the budget and manages financial transactions (fees, grants, purchases, invoices)?
Who or which entity handles potential salary payments and employer obligations?
Who handles performance-related matters (travel bookings, accommodations, purchases, etc.)?
Who manages post-performance work, such as documentation and grant reporting?
What specific tasks does each member of the team handle independently?

6. Insurance

In a freelance production, it is advisable for the individual to have personal full- time accident insurance.
In an employment relationship, accident insurance is provided through the employer.

7. Grant Income in the Project

How much grant funding is being sought and what will it be allocated for.
If the grant awarded is less than requested, in what proportion and how will the grant be allocated.
Relationship between a team member's potential personal annual grant and the grants for the production.
The minimum resource (financial) required for the team to agree to the production.
Course of action if the production is not granted funding in application rounds.
Definition of the grant in relation to the work, in other words, what basis the grant amount is calculated on (hourly, daily, monthly).
Schedule of grant payments and number of instalments.

8. Salary Income in the Project

Whether compensation for work is in the form of wages or grants.
Who receives wages, who receives grants, and who receives both.
If both grants and wages are paid, what is their relationship.
Which entity is responsible for wage payment.
Whether holiday compensation is paid.
Schedule of wage payments and number of instalments.
Whether team members have equal wages or if compensation is based on job description (for example, according to collective labour agreement terms depending on the task).
What happens if some members of the team receive grants for the same work while others receive wages (the relationship between wages and grant income).

9. Travel, Accommodation, and Per Diem Reimbursements

Which entity reimburses travel and accommodation expenses (grant, performance venue, artist?)

10. Copyrights

How and where can the performance be presented after the performance season?

If the work consists of multiple parts/elements, each with its own creators, can an individual creator present their own part/element separately from the whole work (e.g., music, design work, video, dance solo, text, etc.)?

What is agreed upon if a new creator replaces a performer/designer/creator for additional performances?

11. Conditions for Amending the Agreement

Mutually agreed conditions under which the agreement can be modified.

For example, grant decisions and financial negotiations determine commitments regarding already set schedules and engagements. For instance, personal life changes of the creators that affect the production and previously agreed-upon matters. Other factors affecting the implementation of the project.

