

# Working Conditions

## Checklist

A list of questions to make sure you have thought about and communicated important aspects of the working conditions **before starting a project.**

**Time**  
**Space**  
**Payment**  
**Creative Process**  
**Collaboration with spaces**

These questions are useful to clarify aspects of the project and individual needs. The answers can be a guide to compare plans and needs of all the people with different roles involved in the process.

## TIME

How much time does this project require?

### Preparation

Are there meeting before the rehearsal period?

Do I have to prepare something by myself, or do individual research?

### Rehearsals

How many weeks?

How many days per week?

How many hours per day?

Who is taking care of planning enough pauses during a day?

How much time is planned for: lunch, warm up, cool down, talks?

Does this match your needs?

### Presentations

How much preparation time does each presentation need?

How long does the presentation could be? (i.e., if it is a durational work)

### Free time

How many off days are planned within the production time?

During a rehearsal period, do I need time for something else that is independent of the project? (i.e., pick up my kids, take care of someone else, time alone, etc.)

How much time do I need each day to start with the rehearsal?

How much time does it take me to arrive to the working space?  
If it is a long way, is this contemplated in the daily planning?

## SPACE

How are the conditions of the studio/working space?

- Floor
- Ventilation
- Light
- Location
- Accessibility
- Security

Is there a dressing room or a space to leave personal things?

Is there a place near to get something to eat, or we need to bring something from home?

## PAYMENT

Does the budget of the project match your payment expectations?

How much are you getting paid for:

- Preparation
- Rehearsals (either per hour/per day/for the project)
- Presentations
- Transport
- Per diems

If there is something that falls outside the rehearsal period, like photo/video shooting, or costume test, am I getting paid for this?

# CREATIVE PROCESS

What do you consider an extreme condition in the workspace?

Is any of them included in the project?

For example:

- nudity
- outdoors/exposed to weather/dirt/cold
- durational performances
- extra hours – long rehearsal day (more than 8 hours)
- working more than 5 days in a row
- material/color on skin
- working with exhaustion (physical, mental, emotional)
- physical risks/height/concrete floor
- limitation of basic needs and rights (i.e., sleep/food/access to media/self-determination)
- physiological/personal issues (purposefulness in dealing with the personal stories of people)
- special requirements (not to be taken as a given, best to be clarified beforehand, like talking/use of voice/will dive into personal issues)
- instrument/extra skills that are not in your cv
- extreme costume choices
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If the process requires extreme conditions, is there a reimbursement or are there extra paid days to rest?

How can the team create a structure to compensate extreme conditions?

If working with someone who is not yet familiar with a certain approach, or dealing with a difficult task:

Is the person willing to work towards this direction?

Do I have the means to help this person to work towards this direction?

Do we need support from a specialist?

# COLLABORATION WITH A HOUSE or THEATER

What is included in the collaboration?

- Budget
- Rehearsal space
- Presentation space
- Consulting, advice
- Personnel (i.e., technicians or production support)
- Equipment
- Marketing

Is it possible to rehearse during the process in the space? For how long?

Is possible to have exclusive access to the performing space during the premiere week?

How many technical rehearsals are possible?

Does theater assume the marketing and public relations work?

Is there a guest house?

How far away is it from the theater?

Is there a wash machine and cooking utensils?

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