Iconic Staff & Administration FAQs

Responsibilities / Duties / Roles / Tasks for all Employees and Independent Contractors of all owned and managed Shows and Events.

As an Employee or Independent Contractor (herein known as "worker"), you would be required to do and have the following responsibilities.
The Employee's and Independent Contractorâ€™s Responsibilities / Duties / Work Tasks and Jobs.

As a WORKER you will be required to: -

1. Follow and obey all clauses as per your signed agreement and/or contract, including the items listed below, but are not limited to:-

2. Attend a training course per specific Character/role in each Show/Event they are allocated and chosen to do prior to their first allocation of a job to a Show/Event.Â As it is a requirement that each WORKER is well trained in the use of the props, equipment and Character, all WORKERs will be required to attend rehearsals per Character.Â This training will be required to be undertaken every year to ensure the knowledge and understanding and use of all the Assets are properly adhered to.Â Attendance on each training day is an essential part of the agreement.Â Training Days are unpaid for the Independent Contractor and the Independent Contractor cannot charge or request any costs to be reimbursed by the Sole Owner and Operator and/or Iconic Productions.

3. Attend regular meetings, contractor conferences where requested by the Sole Owner and Operator and/or the Managing Agent and/or Iconic Productions (herein known as "OPERATOR".Â Meetings and Contractor Conferences are unpaid and are a requirement to attend. Â Meals will be provided to the WORKERs.

4. Respond within 24 hours to confirm their allocated Job via Slack or the Online Roster System or where required by Text Message. Â

5. Reply to all communications received including messages from @slackbot or @Iconic.SlackBot.auto-msg, regardless of the media sent to you within 48 hours of receiving the communication/message. If you are unsure of how to respond to the computer serverbot of @slackbot or @Iconic.SlackBot.auto-msg, refer to the FAQ of How to communicate withÂ SLACKBOTÂ or tellÂ SLACKBOTÂ you have completed a reminder or an activity or task set for you?Â

6. Inform the Operator by SLACK of days not available, one month in advance or as required by your signed agreement.

7. **FOR STAGE CREW ONLY:** Complete the prop log checklist each time the props are loaded from the storage area, are packed up at the end of each event and also upon the return of the props to the storage area.

8. **FOR STAGE CREW ONLY:** Ensure that the prop log checklist is taken with each Show and returned in a readable and satisfactory manner.

9. **FOR STAGE CREW ONLY:** Transport the equipment to and from the venue and designated storage area or other locations as required.

10. Ensure that you are not under the influence of alcohol or drugs prior to arriving at a venue; performing at an event; or during any workable hour or rostered hours of work.

11. Always arrive on time prior to the scheduled call times, scheduled work or work shifts. It is important to start your work at the same time of your planned and allocated scheduled rosters, call sheets or work shifts.Â Changes to your scheduled rosters, call sheets or work shifts require a minimum of 5 days notice to your supervisor and need to be approved.Â For urgent changes a minimum of 24 hours notice is required and approval obtained by your supervisor.

12. **FOR STAGE CREW ONLY:** Load and unload the equipment to and from the venues.Â Set up the equipment and show as required, shown and/or as directed/informed/instructed by Stage Director/Manager or the Actorâ€™s Captain at the event.

13. Assist the Director and/or Stage Manager and/or other colleagues with the proper setup and packing of the stage and Show/Event equipment.

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14. Maintain of all Assets including the proper and reasonable care of all items comprising Assets having regard to the standards applied by Operator with respect to each Show/Event. Any loss or damage to Assets must be advised to the Operator immediately on SLACK and followed up in writing.Â Where damage to the Assets were done by the Independent Contractor due to failure of following proper and reasonable care, the Independent Contractorâ€™s will be responsible to cover the cost of the repair of the damage or replacement of the product.

15. If assigned the role of Actorâ€™s Captain, contact the customer to arrange a suitable time to arrive, set up and depart from the event. Â While most events will occur on the customersâ€™ grounds, the WORKER has the right to elect a separate venue or location at their cost, providing the customer agrees.

16. Present themselves and the brand with responsibility, goodwill and good name of the Operator by conducting the Show/Event in accordance with the format from time to time approved by the Operator and to act professionally at all times with regard to the conduct of themselves in all Show/Event and in the best interest of the Operator.

17. **FOR INDEPENDENT CONTRACTORS ONLY:** Maintain their own business, a current ABN and promote the Operators services.Â The Independent Contractor may use the management and booking services that the Operator uses to further promote his services

18. **FOR INDEPENDENT CONTRACTORS ONLY:** Ensure responsible driving and upkeep of a comprehensive or third party insured motor vehicle for transportation to and from Show/Event and a valid driverâ€™s license that belongs to the Independent Contractor.Â This clause is only applicable if the Independent Contractor does not travel with the Troupe on Tour or is provided with a Sole Owner and Operator vehicle.

19. Maintain and have the provision of a mobile telephone and connection to a recognised network.

20. Immediate communication to the Operator of all claims, demands, notices and other matters which might from time to time be raised by third parties which have the potential of imposing financial and/or legal liability upon the Operator whether or not such liability arises from the conduct of the Independent Contractor.

21. Perform and fulfil all roles in the jobs selected and agreed to undertake.

22. Complete a Travel Log where they are driving or travelling in a vehicle owned and/or supplied by the Operator and return it according to the guidelines

23. Must follow and adhere to all duties, tasks and responsibilities as stated and/or mentioned in person, electronically or by any other means

24. Complete all other duties as requested by the Operator.

Attached files:

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