

LIAISON RESOURCE FOR STAGE MANAGERS

We hope that this information will be of use to first-time Stage Managers (and a refresher for veteran Stage Managers as well).

As Stage management is responsible for coordinating the election of the Liaison* you are an important partner in bringing **Not in OUR Space!** into rehearsal halls and performance venues across the country. Some of the following may be a refresher, but there is enough new in it that we ask you to give it a read all the way through.

Election of the Equity Liaison

The Liaison is chosen by majority election in cases where more than one person expresses an interest, but the most common situation is that someone offers to serve and is acclaimed to the position. Either approach is fine.

Who is eligible to serve as Liaison: any Equity member on contract for the show. A non-member working on a permit engagement contract may not serve as Liaison.

Who is eligible to vote for the Liaison: any Equity member on contract for the show, including an Equity Director.

Who can be in the room: all of the above, plus Equity apprentices and artists on permit engagement contracts; it's a good opportunity to learn.

The following people are excluded from eligibility to serve or vote, and should not be in the room at the time the decision is made: any member who also serves in any producer/engager capacity on the show (a director who is also Artistic Director at a theatre, an actor/producer, etc.)

Although any eligible member can be a Liaison, we encourage choosing a Liaison with at least one prior engagement on a similar contract.

**Liaison is the title now used for what was previously known as "Deputy".*

If you see things drifting in the direction of the responsibility being fobbed off on someone because they are the newest or youngest person in the room, please do your best to discourage it. The position is best filled by a member with at least some relevant-contract experience under their belt.

When conducting the election, please take a minute to explain the role of the Liaison, especially the role that they can play in ensuring safe and respectful workplaces for everyone. Details appear below.

The Role of the Liaison

The Liaison serves as a liaison for the performers, stage management, and any other person engaged on an Equity contract for the production. This may include the director in some cases, but it does not include artistic directors directing for their own theatre/company.

The Liaison will be an important connection with Equity staff when a contractual question, workplace complaint or any other issue affecting Equity members cannot be easily or quickly resolved after consultation with the Stage Manager or the engager.

IMPORTANT: Although Equity relies on the Liaison to help facilitate communications, they are NOT expected to enforce or interpret the agreement or engagement policy, to enter into debate or mediation with the engager on any matter, or to police fellow members.

The Liaison has some specific responsibilities:

- When concerns arise around health and safety (extraordinary risk activities, rakes, safe surfaces and platforms, open air theatre weather risks, etc.), the Liaison should be part of that conversation to help ensure that the voices of all affected artists are heard, and a safe solution is found.
- If a member is injured at work, the Stage Manager must report it to the engager and help make arrangements for any immediately-necessary medical attention. However, we also suggest that the Liaison makes and retains notes of the injury and events leading up to it, as a backup.
- In case of an emergency outside of office hours (defined as health and safety situation in the workplace or failure to be paid by an engager), and where Equity staff assistance is truly needed immediately, the Liaison (or Stage Manager) should call 1-800-387-1856 and follow the follow the “in case of an emergency” prompts. Leave a phone number where you can be reached, and your call will be returned as soon as possible.

- If a company meeting is needed on a topic, the Liaison can convene that meeting in coordination with stage management. Note that votes taken at a company meeting convened by the Liaison must be done by secret ballot.
- If there is an ongoing company discipline issue, the Liaison should be made aware of it so that they can confer with a Business Rep if things develop to the point where that is necessary.
- The Liaison needs to complete the Liaison Report at the end of the production.

The Liaison may also have some responsibilities specific to the engagement contract, such as signing off on the trip log for tours, to confirm actual travel times for calculation of any overtime due. Refer to your agreement for more details.

Not in OUR Space!

We are asking Deputies - along with Stage Managers and engagers - to take on a role in helping to ensure that Equity workspaces are safe and respectful.

Not in OUR Space! is Equity's anti-harassment program, seeking to ensure safe working conditions for all professionals working in live performance across the country. Equity is committed to the pursuit of safe and respectful workspaces for all artists working under its contracts and will not tolerate nor condone unprofessional or inappropriate member behaviour, such as: abuse of power, bullying, discrimination, harassment or sexual harassment, reprisal or violence.

A key piece of the **Not in OUR Space!** program is a Joint First Day Statement presented to the company by both an Equity and engager representative on the first day of rehearsal. If the presentation has not yet taken place in your workspace, contact Equity to find out how/when one might be scheduled.

If **Not in OUR Space!** materials (www.caea.com) are not available or not posted on the callboard, contact Equity at notinourspace@caea.com to have materials sent to you.

If you are concerned that unprofessional or inappropriate member behaviour is or may be taking place in your workspace, or if a member contacts you or the Liaison with a concern, please reach out to [HAVEN \(Harassment, Anti-Racism and Violence Emergency Network\) Helpline](#).

If your workplace problem is related to...

- Abuse of position
- Bullying
- Discrimination (including but not limited to sexism, ableism or ageism)
- Harassment
- Racial or cultural discrimination
- Reprisal
- Sexual harassment
- Unprofessional conduct
- Violence



Call HAVEN Helpline
1-855-201-7823

- Contractual issues
- Payment of fees
- Workplace health & safety issue
- Violation of an Equity Policy or Agreement



Call an Equity Business Representative
1-888-387-1856

If you or an Equity member is in an emergency situation, call 911.

Neither the SM, nor the Liaison, is expected to personally tackle issues that may arise, but rather to share information and resources with their fellow company members.

Still have questions?

Email your Business Representative (busrep@caea.com) and ask! If Not in OUR Space! materials are not available or not posted on the callboard, contact NotInOURSpace@caea.com to have materials sent to you.

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