



Jet City Improv PERFORMER & Theater AGREEMENT

Last Updated: August 2019

These guidelines are for all cast members of Jet City Improv's short-form show, "Jet City Improv," founded in 1992. It is the cornerstone show of the Jet City Improv Company.

As a performer/company member (herein referred to as *PLAYER*) in a Jet City Improv (hereafter referred to as *JCI*) show, you are now an **ambassador** for our company and all of the shows we produce. It is asked that you help to promote those activities by having flyers on hand, and knowledge about all of the shows (dates, times, URL and address of the theater) as well as a basic knowledge of JCI. Our short form show is our beginnings and our core product. There have been over 100 JCI cast members over the ages, and they have always been amongst most professional and creative performers in the greater-Seattle area. **Thank you for being a part of this cast, and welcome to the JCI family!**

The JCI Universal Code of Conduct

This Performer Agreement exists in conjunction with the Universal Code of Conduct (UCoC).

This Performer Agreement outlines the agreement made between the theater and the individual (performer, designer, crew, director) about the commitment to the specified show, and that individual's duties and responsibilities in performing their duties, as well as the theater's commitment to the individual in their capacity on the specified show .

The UCoC serves as a model of the behavior we expect all our community members to exemplify, holding respect for each other and our audience as the highest possible value; and it provides steps for rectifying potential conduct issues which may arise. By signing this agreement, you are also agreeing to abide by the UCoC, and all guidelines within it.

There may be policies named in this Performer Agreement that are detailed in more specificity in the UCoC, and are summarized here for the sake of clarity and conciseness. We expect all signers of this Agreement to have thoroughly reviewed the UCoC.

The UCoC can be found on the [Fortress \(etc.\)...](#)

FORTRESS PAGE + RESOURCES

Please visit (and bookmark!) the Jet City Improv Fortress Page (<http://www.jetcityimprov.org/fortress>). It is a resource that lists the email addresses and phone numbers of all JCI PLAYERS, stage managers, and staff, as well as acting as a hub of important resources, such as links to the Stage Usage Calendar, a database of improv games, an electronic copy of the Code of Conduct, Leave of Absence Form, contact info for the Ombuds, and more.

Note: As of Summer 2019, the JCI ensemble is also performing the Friday late-night show *Mile High Club*.

All language and clauses in this agreement apply to that show as well as to the show Jet City Improv.

SECTION I: The Show, Performing and Commitment

REHEARSALS

- 1) Rehearsals are closed to the general public. We have occasional 'open rehearsals' for viewing audience members.
- 2) Rehearsal attendance is mandatory in order to perform. PLAYERS unable to attend must contact Director of JCI (Mike Christensen) prior to rehearsal start time to be excused via the following methods: office phone (206 352-8291); email (mikec@jetcityimprov.org); or text message (206.931.7601)
- 3) An Unexcused Absence is an absence from rehearsal where the player has not contacted Mike Christensen prior to the start of rehearsal to say he/she will not be there. AN excessive number of

Unexcused Absences may result in a conversation with the DIRECTOR, suspension, or possible termination or movement to Emeritus Status. The Director will have a face-to-face meeting with the PLAYER before their next rehearsal to discuss their rehearsal commitment.

- 4) If you are excused from rehearsal, you must provide your availability for the upcoming weekend no later than **Tuesday at noon** following the missed rehearsal. Availability must be emailed to the Director JCI (Mike Christensen) (mikec@jetcityimprov.org).
- 5) If a player fails to contact the office by this time, that player will be considered unavailable for that weekend's shows.
- 6) If a player misses rehearsal (excused absence), that player will be placed on the bottom of the list of eligible PLAYERS for the next scheduled JCI performance.
- 7) If a player misses two rehearsals in a row, that player is not eligible to substitute for other PLAYERS, unless deemed eligible by the Director. (See PROCEDURES FOR JET CITY IMPROV CAST SUBSTITUTION.)

SHOW LINE-UP will be based on a combination of the following factors (not necessarily in this order):

- The PLAYERS at the most recent rehearsal(s).
- The PLAYERS general skill level.
- The PLAYERS overall attendance history.
- Balance of performers (skill, strengths)
- One Emcee

When casting for AWAY SHOWS, the following factors will be considered (not necessarily in this order):

- General skill level of the PLAYER
- PLAYER's overall and recent rehearsal attendance
- PLAYER's recent performances
- One Emcee
- Gender diversity
- Job status (often preference is made to those that need the money)
- Location in relation to PLAYER's home or place of work
- Car/driver availability

- Status with JCI (active vs. on leave)
- Recent number of Away Shows performed in (if a PLAYER has done recent Away Show(s), a PLAYER who has not done recent Away Shows may be given preference – in order to be more equitable)

Jet City Improv - PERFORMANCES

- 1) Call time is 6:30pm for the 7:30pm shows. 6:45 will be considered late arrival. If a players arrive later than 7:25 that player will be excused from performing.
- 2) Call time is 9:00pm for the 10:00pm shows. 9:15 will be considered late arrival. If a player arrivea later than 9:25 that player will be excused from performing.
- 3) A No Call/No Show may result in a one-weekend suspension.
 - a) A “No Call/No Show” is defined as when a player fails to arrive for a performance, and has not contacted the Director or Stage Manager to explain that they will not be in the show.

Jet City Improv - AVAILABILITY

- 1) Currently, we do not have a set minimum number of availabilities per month, as the number of JCI home shows per month is in constant flux. In order to maintain the status of an Active Player, please be active in performing (and rehearsing) each month. If PLAYER is going to be unavailable to rehearse AND perform for more than one month, please take a LEAVE OF ABSENCE (see below).
- 2) JCI is a nationally-recognized show and improv company, and being a cast member is an honor and privilege. Should there be a conflict of performance needs between JCI and other performances you may be involved with, we ask that JCI will be placed as a **priority** in your planning, and will be **given preference** in scheduling. If you cannot make JCI a priority in your planning, please consider taking a LEAVE OF ABSENCE, or move to Emeritus status.
- 3) PLAYERS are encouraged to pursue other shows and performances, both on the JCI stage, or on other stages throughout the city (or world).
 - a) **LEAVE of ABSENCE** - Players may take a **LEAVE OF ABSENCE** for any reason. In order to activate a Leave of Absence (LOA), please visit the Jet City Fortress Page (www.jetcityimprov.org/fortress) and fill out the web form. (Leave of absences are typically two months in length. Please do not fill out a LOA form if you are going to be unavailable for less than one month.)
 - i. Being cast in another show at our theater (Twisted Flicks, featured long-form show, or Midnight shows) does not make a player automatically excused for lowering or

temporarily suspending your involvement with rehearsals and performances of JCI. If you wish to be excused from JCI rehearsals and shows for a period of time, please fill out the LOA form.

- ii. PLAYERS taking a Leave of Absence MUST set a return date (on the form).
 - iii. After returning from a Leave of Absence, PLAYER may be required to attend a set number of rehearsals before performing in a show, depending on the length of time away and their skill level upon returning. That number will be determined by Director Mike Christensen.
 - iv. If a PLAYER is “virtually absent” from JCI for 9 months or more (either due to an EXTENDED LEAVE [see next section], multiple overlapping Leaves, or just plain absenteeism), the Director of Jet City Improv may begin a conversation with the PLAYER about entering the Improviser Emeritus Status.
 - a. “Virtually Absent” is defined by less than 9 rehearsals in a 9-month period; and/or less than 9 availabilities in a 9-month period.
 - b. Eligibility for Improviser Emeritus Status is at Director’s discretion. Must be in the group for two years and/or have performed in more than 50 shows.
 - c. Please see the Emeritus Status Code of Conduct Addendum on the Fortress for information and details regarding this program.
 - b) **EXTENDED LEAVE** – For any reason, an actor may take an Extended Leave, with no return date set. Player may be required to re-audition, or may be moved to Emeritus Status, after an Extended Leave.
 - c) Special circumstances may be afforded on a case-by-case basis by the Executive Staff, including an **INJURED RESERVE** or **BABY RESERVE** status.
 - d) Auditions for JCI are usually held annually (usually in the Spring) or semi-annually. Re-auditioning PLAYERS must attend an official JCI audition; private auditions are not allowed.
- 4) Please Play (or "PP") in the book is used to indicate that due to a unique audience situation your appearance on stage is highly requested. This may be an agent in the audience to see you perform, a friend or family member from out of town or a group in attendance you are a part of (perhaps a class you are teaching or a company party)

Please remember that casting of the "PP" is at the Directors discretion and does not guarantee a performance slot - it is a request; other factors will be taken into consideration such as rehearsal attendance and the situation that spurred the request.

A "Please Play" may bump a performer that has better rehearsal numbers and availability; so the "PP" should be used rarely and with discretion.

PROCEDURES FOR JET CITY IMPROV CAST SUBSTITUTION

The following are the guidelines and rules as applied to substitutions for the JCI show. This applies to the situation wherein a PLAYER has marked a date as “available” to perform, has been cast and then finds that they are no longer able to meet that show commitment.

1. The PLAYER must contact the Director of JCI and let him know that the PLAYER needs a replacement.
2. The Director will find a qualified replacement for the PLAYER.
- 3 We ask that Players do not find replacements on their own.

NON-COMPETE

JCI encourages PLAYER to work outside of the company and for other companies.

JCI requests that, if a company or organization that desires entertainment or training services that are in line with JCI’s current programs [e.g. Away Shows/Comedy to Go] approaches/requests PLAYER for such entertainment or training services, that PLAYER brings that opportunity to the Staff of JCI, thereby offering JCI the right of first refusal in the sale of the show or training.

Player will receive a Finder’s Fee (10% of total fee), and will be given priority in casting for any such events.

This clause does not prohibit PLAYERS from performing in other improvisational or theatrical groups or shows that do public performances, or teaching improv with other organizations.

JET CITY IMPROV SHOW FORMAT

The JCI show will be executed in the style, content and manner consistent with the Director’s direction, including only Director-approved JCI games and formats. Please refer to the JCI Show Flow document (and JCI SFX Flow document) on the Fortress page.

AGE APPROPRIATENESS

Jet City Improv is publicly described as an all-ages appropriate show. Please refrain from adult language, sexual innuendo, drug-related humor, and other “R-rated” topics, themes and jokes in this show.

Jet City Improv is *always* to be performed as an all-ages show, regardless of:

- Show Time (i.e., the 10:00pm home show is to be no different in terms of age-appropriateness than the 7:30pm home show.)
- Audience Average Age (i.e., you may not “skew older” if you do not see any children in the crowd.)

Additionally: Please keep in mind *any* audience can contain a site-visit (i.e. someone who has come to the home show to consider hiring us for a \$2000 Away Show – potentially, for example, for their church group).

Sound Effects

The Sound Effects position is a vital element of the JCI show. It sets us apart from nearly every other improv group in the world, supports the theatrical presentation/style of the show, and has many duties (such as notetaking) in addition to the vocal sound effects. All JCI Players rotate into this position, roughly one-sixth of all performances. (See JCI SFX Show Flow documents on the Fortress for more info.)

SECTION II: Financials and Ticketing

COMPENSATION

JCI performers receive \$15-\$25 per Home Show. Performers begin at \$15/show and receive raises based on number of Home Shows performed over time. The Home Show pay scale is available on The Fortress Page.

Pay for AWAY SHOWS is variable (usually \$50-\$150) depending on a number of factors including distance from the JCI theater and length of performance. The Away Show Pay Scale is available on the Fortress page.

TAX INFORMATION

All JCI PLAYERS are contracted actors (i.e. Independent Contractors), not employees. IF PLAYER has earned more than **\$600** in a calendar year from the company (including acting in Jet City Improv, acting in a JCI Presents or Late-Nite Show, Teaching, Directing, and/or other education- or production-based duties), PLAYER will receive a 1099, and earnings will be reported to the IRS and you will have to pay taxes on your earnings.

IF PLAYER earns less than **\$600** in a calendar year, your earnings will not be reported to the IRS.

- Advice from the Staff: Put aside 15% of each paycheck for taxes (just in case!)
- Please see "Schedule C Advice" on the Fortress page for advice on tax deductions for actors.
- Paychecks are distributed monthly, at the end of each month (precisely: at noon on the Friday of a Twisted Flick weekend, usually the last Friday of the month).

JCI - COMP TICKETS

Each PLAYER is allowed two comps for the show in which they are performing. All comps must be WRITTEN DOWN on the Box Office Comp List before the Box Office opens for the performance. If they are not recorded by then, the Box Office can refuse your request. These comp seats are on an as-available basis. If the show is going to sell-out, the House Manager may ask all comped individuals to stand in the back or watch from the green room. Comps cannot be traded between actors.

COMP TICKETS TO OTHER (Non-JCI) SHOWS at OUR THEATER

(i.e. Twisted Flicks, Featured Long-Form)

Each PLAYER is allowed two comp tickets (one for yourself, one for a friend) to be in the audience for other shows produced by and on stage at the theater. As a Company Member, your name is on a permanent (until

you cease being an active company member) list at the Box Office. Please keep in mind **our goal is to provide a seat for all of our paying audience members**. All comp seats are on a space-available basis. Players wishing to watch a show may be asked to wait until closer to show start time to be informed if there will be available seats, and/or may be asked to provide their seats to paying audience members. Players then may watch the show from the Standing Room Only section, or from the Green Room upstairs.

There are few exceptions where PLAYERS cannot get free access to a JCI event. For these events, it will be made clear at the time.

SECTION III: ADDITIONAL INFORMATION for PLAYERS

ADDITIONAL ACTIVITIES

- 1) In addition to rehearsals, each PLAYER is requested and strongly encouraged to attend all *All-Company (aka Stakeholder) Meetings* and all *Featured Long-Form Show Opening Night Galas*, as well as participate in Project Days and other company events. These events are central to the focus of our company and ensemble.
 - a. Additional notes to keep in mind on the topic of Importance of Opening Night Galas:
 - i. Someday you may be in a JCI Presents show, or may be the director of such a show, and you'll want to see your peers and teammates there to support the opening night
 - ii. As a company member, you are a Leader in the Pacific Northwest Improv community
 - iii. You may see actors in the show that you do not already know, or may not know very well, but someday you may be performing alongside of, or directing them. In short, this is your opportunity to get familiar with the future of Jet City Improv.
- 2) All PLAYERS on LEAVE OF ABSENCE are still requested to be in attendance for all *All-Company (Stakeholder) Meetings* and all *Featured Long-Form Show Opening Night Galas*, if available.
- 3) PLAYERS must make themselves contactable (open to communication from JCI Director and JCI staff on a consistent basis). Email is the preferred method of communication on all topics.

UNIFORM

PLAYER will wear their officially-branded black JCI T-shirt (with gold [#ffc00] logo) in good condition; and pants, jeans or shorts in good condition. Stable footwear good for moving in (sneakers/shoes) recommended. (Sandals, heels, flip-flops, etc. highly discouraged.) Please refrain from wearing anything that makes you "stand out" (i.e. distractingly-colored pants; hats, scarves or other large accessories, etc.).

OMBUDDY

(from OM-BUDS-MAN/PERSON): *a person who acts as a trusted intermediary between an internal or external constituency and an organization while representing not only but mostly the broad scope of constituent interests* (– Webster's)

As JCI company members, you have two Ombuddies at your disposal. Any issue or question you may have with JCI (e.g. other PLAYERS, staff, rehearsal, scheduling, policies, processes, etc.) you may bring to an Ombuddy (or both), who will then act as an intermediary between yourself and the director(s)/producer(s) of JCI and/or the JCI Executive Staff. You may remain anonymous in any matter, and the Ombuddies will protect your anonymity.

As of today's date (4/09/18), the Ombuddies are Lindsey Peterson (l.ruth.peterson@gmail.com) and Kayla Teel (kaylateel@gmail.com). If the Ombuddies change, the current Ombudsmans will be listed on the Fortress page.

LISTINGS

The Theater is responsible for accurately listing the Performer in any publicity or program material in accordance with information supplied by the Performer.

REHEARSAL BEVERAGES (aka "Honor Bar")

JCI's concessions stand had beverages you may PURCHASE during rehearsals and meetings. Contrary to some rumors, these are NOT free! If you desire a bottle of water*, soda, etc., while you are here – there is a clear box in the concessions stand to put your dollars (cash only) in. There is signage on the box will tell you how much each item costs.

If someone tells you they are free for actors or staff members, they are mistaken, and please correct them on the spot.

IMAGE PERMISSIONS

JCI retains permission to use your image (photo, video, or other likeness) in public, and/or in publicity (poster, postcard, brochure, Al Pacino movie, etc). This usage may include, but is not limited to, usage on a poster, flyer or other printed material at our theater or at events or locations outside the theater; images or video on the internet (JCI's websites or other websites independent of JCI's control), and photos or video in promotional videos for in-theater projection or online or other broadcast.

NAME OF THE THEATER/NAME OF THE COMPANY

The current name of the theater is Jet City Improv (not Wing-It Productions, not Historic University Theater). Please refer to it as such at all times (especially, but not limited to, via social media). Example: "Please come see me in *Election Show* at Jet City Improv!".

SECTION IV: Professional Conduct

ALCOHOL AND DRUGS USE

All PLAYERS are required to report for rehearsals and shows in appropriate mental and physical condition to perform. If player arrives impaired by drugs or alcohol, or becomes impaired pre-show or during performance, player will be dismissed from that evening's performance, and may be placed on probationary status.

HOLD HARMLESS

Each PLAYER agrees to hold *each other* harmless from any and all claims for damages from third parties, and to hold all directors, board members and officers of JCI harmless from any and all responsibility or liability for injuries or damages arising from or as a result of acts or omissions occurring while performing.

The Theater is responsible for maintaining a safe and secure physical environment for the Performer to rehearse and perform. Any concerns in this regard should immediately be reported to the production's Stage Manager or Director, who will send the concern to the Managing Director.

RESPECT FOR AUDIENCE AND COLLABORATORS

We at JCI are committed to equality and respectfulness, and wish to present performances that can be enjoyed and welcomed to by audiences from all walks of life. We strive to avoid comedy based on negative stereotypes or caricatures based on nationality, ethnicity, culture, creed, religion, gender or sexual orientation. We avoid using religion, culture, gender or race as the punchline, or butt, of the joke.

The theater (and anywhere we perform) is designated a Safe Space. Please employ "Pedestrian Contact" and refrain from physically touching audience members, outside of the bare minimum (such as shaking hands, or gently touching their arms or shoulders when guiding them to stand on the stage).

Outward Facing Attitude and Resources

If you have issues with Jet City Improv, how it is run, or its staff, please contact any of the following resources: the Artistic Director, Managing Director, the show's Ombuddy, or the individual (listed on the last page of this contract) most appropriate to the issue at hand. (See contact information on the last page of this document.)

SECTION V: Conclusion

Questions or issues about any portion of this contract may be addressed to:

Executive Artistic Director: Mario Orallo-Molinario (marior@jetcityimprov.org / 206.352.8291 x1)

Production Director: Brandon Jepson (brandon@jetcityimprov.org / 206.352.8291 x5)

Business Manager: Oliver Trimble (oliver@jetcityimprov.org / 206.352.8291 x3)

Marketing Director: Odessa Wauneka (marketingmanager@jetcityimprov.org / 206.352.8291 x3)

Board President: Bryan Mize (president@jetcityimprov.org)

This show's Ombuddy: Laura Turner (laurakturner@gmail.com / 206.290.9326)

To send an **anonymous message** to the Artistic Director, on any topic:
<http://www.jetcityimprov.org/anonymous-feedback-form/>

The Ensemble Ombuddy (see Fortress for names and contact info)

JCI believes the above code of conduct is in the best interest of JCI, its students, players, employees, independent contractors, audience, participating families and all other persons associated with JCI. Respect for all people, whether adults or children, is important, as is communication and interaction between people of all ages. JCI seeks to foster such communication and interaction but will not tolerate inappropriate communications or interactions.

I have read, understood, and agree to adhere to the above stated policies.

Name: _____

Please print

Signature: _____

Date: _____