

Letter of Understanding # 1
"Theatre workshopping"

Between

Richmond Gateway Theatre Society

and

The International Alliance of Theatrical Stage Employees. Motion Picture Technicians,
Artists and Allied Crafts of the United States, its Territories and Canada Local # 118

The Parties agree upon the Collective Agreement to which this letter is attached subject to the following understandings:

1. The Term of this Letter of Understanding shall be **January 1st, 2022** through **December 31st, 2024**, all dates inclusive.
2. Workshop under this Letter of Understanding shall not be subject to Article 7.07(c) of the Collective Agreement, so long as the terms of 3 (a) (i) are followed.
3. The Union and Gateway Theatre recognize that new theatrical works are increasingly developed in ways that require the integration of technical elements in a workshop setting. Therefore Gateway Theatre may undertake the following:
 - a. In case of a workshop in either Studio B or the Mainstage
 - i. A Minimum of one (1) Venue Technician may be utilized without the need for additional bargaining unit employees for a workshop as long as the technical requirements of the workshop are limited to the following:
 - General lighting wash
 - Sound levels from the stage – playback and no more than one wired microphone
 - No major scenic moves
 - No fly moves other than the main curtain being operated from stage level (Traveler)
 - Video playback is from artist/designer computer
 - only default masking is used
 - Default seating

- b. The workshopping artist(s) will not have access to Gateway technical equipment except for the sound equipment listed in 3 (a) (i) above.
- c. Aerial work such as ladder access, lighting refocus, projector focus is required to be performed by the Venue Technician.
- d. After the set-up of the workshop is completed, the necessity of the presence of the technician in the Mainstage or Studio B during the workshop will be determined by the Employer in consultation with the artist and the Employee. The Venue Technician may be asked to undertake other tasks in the building during the duration of the workshop.
- e. Should the technical scope of the workshop exceed that described in 3 (a) (i), the Employer will consult with the Union regarding additional staffing requirements. Both parties will endeavor to undertake the same cross-departmental approach in determining the number of Venue Technicians required, and the Employer will provide the Union with the crewing plan and scope of work for advance review.

Signed by the parties on this 14th day of October, 2022

For the Employer

Caculle Tibbo

14 Oct 2022

For the Union

Alex Livland

Alex Livland - Special Representative