

TOWN OF MANLIUS RECREATION DEPARTMENT SUMMER SHOW POLICIES

CHAIN OF COMMAND

Town Supervisor: John Deer

Town Board Recreation Department Liaison: Alissa Italiano

Recreation Director: Peggy Kenyon

Recreation Supervisors: Kristine Zingaro (Show Co-Producer) and Elaine Ferguson

Co-Producer: (Eric Feola)

Production Staff: Director (David Brown), Music Director (Shawn Hebert), Orchestra Director (Josh Corcoran), Choreographer (Marisa Guzman-Colegrove), Lighting Designer (Cindy Shippers), Audio Supervisor (TBD)

*If any cast, orchestra, or stage crew members feel they need to express a concern or incident they will use the above chain of command starting with any Production Staff. If they prefer to express a concern or incident anonymously, they may use the drop box outside the Recreation Department door at the Town of Manlius Town Hall.

PRODUCTION STAFF CONDUCT

Employee agrees to a background check.

All staff are required to view the Workplace Violence/Sexual Harassment Training video (as updated from time to time), complete the Training Answer Sheet (as updated from time to time), sign, and return it to the Recreation Department.

Link is provided here: <https://youtu.be/A9gudpiO40M>

Training Answer Sheet: https://www.ny.gov/sites/default/files/2023-04/Sexual_Harassment_Prevention_Training_Answer_Sheet.pdf

All staff will need to sign off that they reviewed the Employee Handbook.

All staff members will read and sign their respective contracts.

Recreation Department and Production Staff will meet with the cast, orchestra, and stage crew once they are in place to discuss the following:

- a. Chain of Command-who to go to with questions or concerns.
- b. Safety of cast, crew and staff is the number one priority.
- c. Importance of a safe space to rehearse, perform and work.
- d. Importance of being able to talk and discuss with Production and Recreation Department Staff any thoughts or concerns they may have without fear.
- e. All staff, cast, orchestra, and stage crew will register in RecDesk to ensure we have basic information (address, emergency contact, physician etc.)
- f. All staff, cast, orchestra, and stage crew will sign off that they received and read Summer Show Policies

DISCIPLINARY

The Town of Manlius Recreation Staff shall manage production staff, cast, and stage crew. The Town of Manlius has complete discretion in determining appropriate behavior and can exercise its discretion to supervise and discipline as it sees fit.

SUBSTANCE ABUSE

The use of drugs, alcohol, marijuana, and tobacco products on Town/school property, or during Town functions are prohibited.

INTERNET AND DEVICE POLICIE S

Production Staff are prohibited from videotaping any cast or crew member without written permission from them or a guardian if under 18 years of age.

Production Staff, except for the Co-Producers, will not text cast or crew. All correspondence will be done through the Co-Producers.

Social Media for the Summer Show (for publicity purposes) will be exclusively done by the Co-Producers.

Signature

Date