



## Memorandum of Understanding (MOU)

This document represents an agreement between

**ARTS NORTH WEST INC.**

and

**ARTS NORTH WEST ON TOUR NETWORK VENUES**

### Description of organisations subject to the MOU

**Arts North West** is the Regional Arts Development Organisation (RADO) for the New England North West of NSW. It is supported by the NSW Government through Create NSW and the partnership of 11 local government authorities. Arts North West facilitates the development of arts and cultural projects and initiatives across the whole region, building a rich cultural landscape in the New England North West and increasing participation in arts and cultural activities. We play a vital role in building cultural community capacity, through advice and advocacy, through substantial professional development provision and with the forging of key partnerships and networks throughout the region.

Arts North West ON TOUR is an initiative of Arts North West Arts established in 2009. Its key roles are to source suitable product and make negotiations with producers on behalf of the network and as a central point of contact to utilise the power of group bargaining leverage. While the focus is to offer a minimum of two high quality negotiated shows, this has consistently been 4-5 tours per year across the history of the network. This model ensures that contributing venues are given a professional edge from having us act as a key contact with the imbued skills and experience Arts North West has developed over the years in the business of regional touring.

**Arts North West on tour** also coordinates at least one Pocket Production annually which focuses on small halls and unique venues across our region.

**Arts North West ON TOUR network** comprises performing arts venues with a range of organisational structures from volunteer-run community venues, privately own and run spaces and fully staffed council owned and run operations with seating capacities from 85 to 800.

Arts North West acknowledges Aboriginal people as the traditional custodians of the lands we work on; we recognise the strength, resilience and capacity of Aboriginal people and respect the Aboriginal Elders past and present.

Arts North West is assisted by the NSW Government through Create NSW and the partnership of 12 local government authorities in the New England North West



PO Box 801 Glen Innes NSW 2370 Cnr Bourke Street and East Avenue, Glen Innes 2370

t: 02 6732 4988 • m: 0428 042 622 • e: [office@artsnw.com.au](mailto:office@artsnw.com.au) • [artsnw.com.au](http://artsnw.com.au) • [fb.com/artsnw](https://www.facebook.com/artsnw) • [@artsnorthwest](https://www.instagram.com/artsnorthwest) • ABN 13 294 582 557

## Objectives and Scope

### Objective

To maintain a partnership between Arts North West (ANW) and the Arts North West ON TOUR (ANWOT) venues to facilitate the touring of performing arts in the region.

### Scope

Each network member inside the Arts North West service area pays a fee of \$180.00 per show. Any NSW member outside of the Arts North West service area will pay a fee of \$300 per show when contracts are exchanged between the venue and touring producer. This recognises that Arts North West provides specialised tour coordination and its associated benefits. A minimum of five venues must agree to the offering to sustain the tour leg under this framework.

## Responsibilities

*See Schedule 1 for a Timeline for Negotiated Tour Development*

### Arts North West will:

1. be the central contact point between venues and production companies.
2. research, source and secure theatre, music and film offerings
3. negotiate all fees and special arrangements on behalf of the network
4. promote Arts North West ON TOUR touring product via our social media and website.
5. promote the network to increase the region's awareness of performing arts and venues.
6. circulate and promote productions and sectoral information.
7. maintain up-to-date protocols and services for touring productions.
8. encourage audience development and engagement and offer professional development when required.
9. host and deliver regular network meetings to discuss relevant issues and current and future tours.
10. liaise with the performing arts sector.

### ANWOT Network Venues will:

#### *Pre-contract*

1. provide Arts North West with up-to-date information on staffing and technical specifications of individual venues and inform of any changes to their venue/staffing when expressing interest in the offering.
2. respond to touring offers by Arts North West in a timely manner to ensure negotiated tours can proceed efficiently for the network.
3. check their venue availability (referencing other events in their communities) before registering interest in taking a production.
4. read thoroughly through each production contract to ensure their venue conforms to requirements and that the production is able to suitably fit their venue, and make changes where necessary in consultation Arts North West prior to signing the contract.
5. provide venue representation at regional network meetings.
6. relay any requests for particular or special arrangements to the Touring Coordinator for inclusion in the negotiations for the tour.
7. Include the Arts North West ON TOUR logo on all publicity, marketing and merchandise as part of promotions.

### *Post-contract*

1. commit to presenting the production or incur any cancellation fees as outlined in the specific touring production contract.
2. present the production in accordance with the contract.
3. provide Arts North West with promotional material and booking and ticketing details at least one month prior to the tour commencement.
4. inform Arts North West of any changes to venue, times or dates of the touring production.
5. Provide Arts North West with feedback including attendee numbers, dates and review of the show, venues and production team

## The terms of the agreement

The basis of this model is to offer contributing members the benefits of group bargaining and as such, the financial details of negotiation is not to be discussed outside the network to ensure the integrity of the model and our relationships with production companies. It is imperative that venues direct producers to contact Arts North West to negotiate the tour on the network's behalf.

An annual review will be conducted at the final regional network meeting of the year to ensure all parties are satisfied with the agreement and make appropriate changes to the model where necessary and update the MOU accordingly.

## Contact details

### **Arts North West**

Lauren Mackley

Executive Director

Arts North West

PO Box 801, Glen Innes NSW 2370

rado@artsnw.com.au | 0493 316 463

## Communication and exchange of information

Partners will provide each other with annual progress reports via the final regional network meeting each year or via email. These will include (where possible) collation of data and resource sharing. Team meetings may be called by either partner by mutually agreed upon venue, time and date

Meetings will be minuted by Arts North West staff for record keeping use for partners.

## Intellectual property

Arts North West programs will remain the property of Arts North West for the duration of the partnership. All parties will keep their partners informed on promotion of partnered programs.

Issues of confidentiality will be discussed at network meetings and mutually agreed upon by all parties.

## Marketing and publicity

**Arts North West** will design promotional material for Pocket Productions and will provide to the participating network venues.

**Arts North West ON TOUR Venues** will be responsible for the promotion of all Arts North West ON TOUR negotiated tours. The cost of marketing and publicity will be the responsibility of each participating venue.

## Settlement of disputes

Arts North West and the Arts North West ON TOUR network will follow due policy and procedures contained in both organisations operational and management guidelines to resolve disputes that may arise among the partners to the agreement.

## Review and evaluation

At the completion of the MOU partnership, the Arts North West ON TOUR network and Arts North West will meet to discuss and evaluate the partnership referencing the annual reports produced and assess success and future direction of the partnership

## Disclaimer:

This document is a Memorandum of Understanding and is not intended to create binding or legal obligations on either party.

## Effective dates and signatures

I, \_\_\_\_\_ as representative of the Arts North West ON TOUR network venue

agree to the above MOU conditions and partnership with Arts North West.

Signed:

Date:

I, Lauren Mackley, Executive Director Arts North West, as representative of Arts North West, agree to the above MOU conditions and partnership with the Arts North West ON TOUR network.



Signed:

Date: 8 June 2023

# SCHEDULE 1

## Timeline of Negotiated Tour Development

<b>Contact Person</b>	Miranda Heckenberg Arts North West ON TOUR Touring Coordinator Arts North West PO Box 801, Glen Innes NSW 2370 ontour@artsnw.com.au   0402 012 740
<b>Register of Interest</b>	<ol style="list-style-type: none"> <li>On receipt of an offer of a touring production from the ANW Touring Coordinator, venues will register their interest. If three or more venues are interested, the coordinator will confirm final costs and dates for the tour. At this point, there is no obligation to take the show.</li> <li>Venues will be offered the show on a specific date and the fee is set, at this point, any withdrawal from the group tour by individual venues <b>effect the viability of the tour and is discouraged</b>. It is understood that circumstances change however, venues should endeavour to maintain their commitment to participate in the tour.</li> </ol> <p>NB If venues are offered a touring production directly by production companies that may be of interest to the network, it is highly recommended that venues confer with the ANW Touring Coordinator. Firstly, this establishes if the production is being offered at a higher rate to individual venues and secondly, allows the ANW Touring Coordinator to negotiate on behalf of the network to build into a network tour with its associated benefits of group bargaining power.</p>
<b>week 1 pre-contract period</b>	<ol style="list-style-type: none"> <li>Source suitable performing art product for an Arts North West ON TOUR network tour (based on feedback provided by venues from regional meetings and regular communications with venues).</li> <li>The ANW touring coordinator sends to network with possible dates, size of production, amount of people touring with show, approximate fees per show.</li> </ol>
<b>week 2 + 3</b>	<ol style="list-style-type: none"> <li>Venues respond by registering their interest and provide feedback and comments for consideration (within a fortnight to enable the coordinator to progress negotiation).</li> <li>ANW Touring Coordinator records venues interest on a registry of interest.</li> </ol>
<b>week 2 - 5</b>	<ol style="list-style-type: none"> <li>ANW Touring Coordinator negotiates with show producers on dates, tech specs and fees on behalf of venues interested and updates venues with new information.</li> <li>Venues confirm or decline their interest in taking the production.</li> <li>ANW Touring Coordinator updates production company and confirms itinerary and provides information on venue specs and contact details for contracts to be drawn up.</li> </ol>
<b>on confirmation of tour post-contract period</b>	<ol style="list-style-type: none"> <li>ANW Touring Coordinator informs venues of final tour details (venues involved, itinerary and total cost of tour per venue).</li> <li>Tour registry of interest is confirmed and participating venues are locked into itinerary.</li> <li>ANW Touring Coordinator confirms tour with production company who from this point liaises directly with venues to issue contract (if applicable) and final tech specs.</li> <li>Production company provides Arts North West with all relevant promotional collateral for tour (including but not limited to: hero images, video, media releases, reviews, web links to promotion of production).</li> </ol>
<b>4-6 weeks before tour</b>	<ol style="list-style-type: none"> <li>Arts North West commences promotion including media release and via social media of tour and promotes the tour on the Arts North West website landing page with links to each participating venue. <a href="http://www.artsnw.com.au/anwot">www.artsnw.com.au/anwot</a></li> <li>Participating venues commence promotion of tour and provide Arts North West with links to their venue listing for the purpose of cross-promotion.</li> </ol>
<b>post tour</b>	<ol style="list-style-type: none"> <li>Venues provide ANW Touring Coordinator with feedback and comments about the tour for future improvements and if possible share images and promotion for ANW reporting and records.</li> </ol>