

Arts Space Management Policy (ASMP)

201 General

.01 The Yarmouth Arts Regional Council (the “Society”), as an agency dedicated to artistic development, mentoring; and ultimately to the showcasing of creativity and artistic expression; operates and manages a Playhouse and Arts Centre (the YARC). The Society’s fiduciary responsibility *obligates* the Society to ensure that the art spaces at the centre generate the revenues that pay the expenses of operating the YARC; in short, Arts Space Management (ASM). Notwithstanding our fiscal responsibilities, the Society is aware that creativity and capital revenue are not always easily reconcilable; and delegates Arts Space Management (ASM) to a Programming Committee (PC) and is responsible to the Executive Director for the following:

1. Programming available art spaces;
2. Thrice-yearly projections for a 2 year artistic program with projected revenues and/or losses.
3. Adjudicate scheduling conflicts

.02 The Society’s Board of Directors remains the final authority for all ASMP amendments presented to PC for review and/or adoption.

202 Conditions, Terms & Rates

.01 The Society, in the interest of equity and accessibility, has developed the YARC Arts Spaces Fee Schedule (Annex A) for the available arts spaces at the centre. This schedule identifies two rates; a fee for members (individual or organizational), and a fee for non-members; to encourage participation in our cause. Regardless of membership status, all prospective bookings and programming proposals are subject to the terms outlined in the YARC Theatre Contract (Annex B), the YARC Gallery Contract (Annex C), and the YARC Rules of Conduct (Annex D). The annexes relative to this policy are subject to amendments from time to time by the Society through the Programming Committee and executed by the Executive Director (ED) subject to BoD approval.

.02 Only written proposals will be given serious review; and all proposals for revenue sharing and/or involving YARC real costs (production support, equipment & facilities, technical support, artistic support, and sponsorship) must be accompanied with a budget. All serious proposals will be reviewed for inclusion in one of the three programming blocks Sep-Dec, Jan-Apr, and May-

Aug. A program coordination meeting will be conducted thrice-yearly in Mar for the Sep-Dec block, Jul for the Jan-Apr block, and Nov for the May-Aug block.

203 Programming

.01 The Society, recognizing the fiscal benefit of a fully booked and well attended programming schedule, encourages advanced bookings; and invites community artists regardless of membership status, to propose activities, seminars, workshops, displays, performances and/or productions. Furthermore, the Society, in the interest of generating the necessary capital to operate annually, seeks those proposals that share revenues after expenses and recognizes the Society's contribution to the artistic community.

.02 The PC will meet monthly and will be presided over by the ED; the committee will review all new proposals, bookings and on-going productions for the following:

1. Financial viability and/or artistic "value-added",
2. Progress and quality,
3. Participation and commitment.
4. Contingency plans for cancellations or failed productions.

.03 ASM has three major categories for generating revenue through the allocation of art spaces each having its own appeal and risk to the artist and the YARC:

1. Rentals – low risk, low return,
2. Purchased performances/displays - high risk, possibly high return,
3. Revenue Sharing.

.04 The PC when reviewing proposals for inclusion in the ASM schedule, will give preference to organizational members over non-member arts groups for available booking dates. The PC will reserve 2 two-week performance blocks for YARC productions, one in April and one in Oct for fundraising purposes.

204 Programming Coordination

.01 The PC will conduct thrice-yearly a Coordination Meeting with organizational members and non-member art groups with programming proposals to develop a schedule that maximizes art space availability (Theatre, Gallery, Studios, Lobby, and *Grounds*) and art resources (lighting/sound equipment, tables and chairs, easels, tools and costumes). During this meeting, proposal proponents will be allowed make presentation for their proposals acceptance. Every group interested in art space must engage this process with flexibility and the spirit cooperation; and with the view to optimizing an increasingly popular venue.

.02 The PC will respond to all offers within 30 days in writing, informing their agents of their proposal status:

1. Accepted as presented,
2. Tentatively accepted pending modification,
3. Accepted but deferred to next scheduling block,
4. Denied at this time dates incompatible.
5. Et cetera.

.03 Organizations not pleased with PC decisions regarding their programming proposals may appeal to the Society's BoD's within 14 days of receiving the letter informing their agent of their proposals status. Though the BoD's will make every effort to accommodate, the interests of the Society must prevail, and all decisions from the BoD's are final.