

Administration in performing arts

How does the work context look like for an artist? what does it mean to become a professional? Rules, rights and duties. How does the context look like to develop a project? Administrative and legal issues.

<i>Phase</i>	<i>Objectives</i>	<i>Tested</i>
Pre-Production, Production, Post-Production	Capacity to understand rules, rights and duties of an arts professional.	under the project Routes to Employment
<i>Subject</i>	<i>Results</i>	
Legal and administrative matters	Participants should be able to understand the legal/fiscal basics of arts profession.	
<i>Target groups</i>	<i>Resources</i>	
Artists, Creative and Cultural Professions, Trainers/Coaches	» Basic equipment (computer, video projector, flipchart, wifi). » Training script	
<i>Sectors</i>	<i>Evaluations</i>	
for all sectors, photography, visual and graphic arts, music, webdesign, dance, media, performing arts	» Questionnaire to be filled out by the participants (given and collected at the end of the session) » Discussion between the participants and the trainers at the beginning and at the end of the day.	
<i>Level of experience</i>	<i>Support material</i>	
Beginners	Powerpoint distributed to the participants, Documents distributed to the participants: examples of contracts, etc.	
<i>Prerequisites</i>	<i>Duration</i>	
Intention to develop a project or to be a professional artist	3 h	
<i>Description</i>	<i>Participants</i>	
Legal forms, fiscal situations, insurances, contracts, copyright/authorship and privacy. Anticipate legal and administrative dimensions involved in the production of artistic and cultural projects	8 to 20	
<i>Content</i>	<i>Course language(s)</i>	
» Definition of arts' professionals, in particular in performing arts » Being employed as a performing artists; contract, minimum salaries, social security » Freelance artists; various types of taxation; how to write an invoice » How to organise your performance / project	Français, English	
<i>Method</i>	<i>Trainer</i>	
Presentation by the trainer as an expert of that field. Practical exercise using a fictive or real project as an example.	Chloé Bonamour	
	<i>Organisation</i>	
	Rock'in Faches (RiF)	
	<i>Contact</i>	
	Estelle Vilcot	