

# PETER CORRY

## — PRODUCTIONS —

### Overview to working as an Artist with Peter Corry Productions

If you are new to working with us - hello

If you've worked with us before- welcome back

While we understand this document may seem long, please bear with us and have a look through everything, it's all important!

We love having the opportunity to bring performances to audiences across NI, providing opportunities to those working professionally here and spreading work out across our talent pool. We advocate and champion for our performers, setting high standards across every project we are involved with and expect the artists we work with to share and showcase these standards while on a job with Peter Corry Productions.

We strive to have our artists well informed, well prepared and well looked after for any job they are working on; however, for this to happen, we need our performers to help make sure we are all pulling in the same direction and so this document is here to help make these processes easier for all.

### **Contents**

1. [We Want You To Work](#)
2. [Availability Checks](#)
3. [Being Pencilled](#)
4. [Being Confirmed](#)
5. [Payment](#)
6. [How Long Does It Take to Get Paid?](#)
7. [Measurements](#)
8. [Communication](#)
9. [How do we Communicate?](#)
10. [Sharing and Social Media](#)
11. [Finally](#)

## **We Want You to Work**

So, what type of jobs do we get? It's a real variety, historically, it is majority live theatre work and private events but we also offer public engagement and animation work as characters, hosts, in short videos and occasionally some work that leans more towards promotional style delivery that requires acting skills and great personality.

Performance work is our focus but occasionally we get asked for something a little different and if we can facilitate it we will do. We want you to have work and the best way to spread that message and get more inquiries is with you, the artists, as our ambassadors.

With professionalism at the heart of how we approach everything, your presentation lets a client know that's what Peter Corry Productions stands for. The feedback we regularly receive from clients is that our performers and artists are fantastically skilled, a joy to work with and inspiring. This is one of the reasons we receive so much repeat custom from our clients and you are a part of that continuing, we don't do it on our own.

While we know it goes without saying, please remember that as we are constantly working with new clients and new venues or locations, we can't foresee every single issue that may arise. We ask that if problems occur while on a job, be it technical or staffing issues, you uphold a professional behaviour and raise the query with your event manager or event lead as a first point of contact. If there is not a member of Peter Corry Productions there with you on location and you feel it's a query that isn't suitable for anyone to help you out on site with, you can contact us directly, even out of hours. Please bring any main queries to us as opposed to the client and we will aim to get that sorted out for you.

We want any rehearsal spaces, jobs or gigs any performers are working on to be welcoming environments and one where they feel safe to do their job. Please know that we are here to listen to any concerns or queries you may have about a job or performance at any time.

## **Availability checks**

To streamline the enquiry process for clients and so we can be responsive to their requests we have our [availability checkers](#). We use this as a our first quick check to make sure that in principle we can fulfil the commitment before we quote. For example, it doesn't look good if we are asked for a particular performer type, we just say yes and then after messaging round, discover that performer type is not actually free.

Our experience is that by updating your availability ahead a couple of months at a time this means we can be quickly responsive to clients and made a good judgement on if you are free to work. This is only really successful if you keep on top of your availability on the tracker. You can always go back into a month and change your availability at any time.

You can also add notes to it to give us a bit more helpful detail eg. potential blocks of time you might be unavailable for or regular commitments that make you unavailable or that you may have some flexibility with these regular commitments. The more we know, the more we

can take all these into consideration to make sure we are contacting those that are the best fit for the job.

If you aren't on the tracker, it's harder for us to keep you in mind and know if we can consider you.

When we quote for a job & hear back that a client wants to book that's great news.

At this point it's still not a firm booking until we receive written confirmation or a contract form then we will often contact you to double check you still have availability as we know availability can change quickly.

## **Being pencilled**

If we ask you to pencil, it's an expression of interest and a hope on our part that we will get the job signed off and can book you formally.

The reason it's a pencil is because it can still be undone by either PCP or yourself.

At this stage, mostly what happens is the client has some points we need to clarify to give you all the information and to be able to firm up all the details including times and location etc. If we pencil you, it's because we hope to be able to book you once all these questions are answered.

There's lots of reasons you may be released from a pencil and none of them are a reflection on you and your ability. Sometimes the client unfortunately decides not to go ahead with the job. Sometimes they change the brief and a different type of performer is requested. Sometimes we will pencil a couple of people for the same role because we are waiting on information to allow us to make a final casting call.

We will be in touch with you to let you know if you are released from a pencil and that you can take it out of your diary as soon as we have the information to be able to make that call.

If you feel forgotten (you won't have been!) or just that it's been a while since you heard from us. Feel free to check in. The main reason we won't have been in touch is because we are still waiting on information to make that decision. If you get an enquiry on that date for something else, you'd like to do, we do ask as you've been pencilled that you check in with us first as a matter of courtesy before accepting another job so we can discuss if our job is close to confirming.

We don't want to be a barrier to you getting other work so always happy to talk about anything that might have some flexibility.

## **Being confirmed - Booking forms**

Once we know the finer details, we will let you know the money for the job (if we haven't already).

Assuming you are agreeable at that stage we will send you a booking form.

Once you accept and are booked to do the job this is not like a pencil and is not easy to change.

We will then likely be buying/organising costumes to suit you specifically and potentially organising performance material based around your skill set. You are all unique and so that makes replacing you more complicated than just 'getting someone else in'.

When you receive the details and the fee for the job, if it's a pencil it's also your choice to say no at this stage if it doesn't suit you. Being freelance gives you great freedom of choice. If you decide earlier on that you want to be taken off pencil, please let us know so we can look at what that means we will have to do at our end to successfully fill the job.

The booking form you receive will contain all the job info such as time, location, costume notes and invoicing details so you know how to invoice us to get paid. Updates to booking forms will be sent out if any details change eg. fee, locations & times, additional or change of dates.

## Payment

Please ensure to send across your invoice to us after a job. Invoices should be sent to [accounts@petercorryproductions.com](mailto:accounts@petercorryproductions.com) and any payment queries should be run through this email address. Any invoices sent to any other email addresses may delay payment to you and we don't want that.

Please use **one invoice per job** as opposed to all jobs on one invoice, this is to make it clear for accounts.

As a self-employed performer you are responsible for your own tax and national insurance contributions from your fee. [If you need an invoice template you can find one here.](#)

**Please always ensure to include your bank details.** We get lots of invoices without this vital piece of information so then we can't pay you as quickly as we would like and have to go chasing for details. It's always good to make it easy to be paid! If for some reason your account details have changed please highlight that in the email.

Please **don't** include images in your invoices. Text only is preferred and please put your name/ job title/ invoice number (if you use them) in the title of the email to help make it easier to search if we need to go back to check something.

It's your responsibility to keep on top of your own invoices and accounts so if you haven't been paid, please double check if you have remembered to invoice first.

## How long does it take to get paid?

As performers ourselves we know what it's like to wait on money and we aim to pay as quickly as we can. We will generally only pay you once the client pays us for completion of the job but, sometimes we will choose to pay you before we receive full payment because we don't want you waiting any longer. This is at our discretion.

## Measurements

A bit like the availability checker, we need to be able to quickly check your sizes.

Sometimes jobs are dictated by what we have in our own wardrobe store so if we can't see if you are a close match for a costume, we won't be able to consider you quickly.

You can find the [form](#) here. If you change size, then just re-complete the form (it's date stamped so we'll see which is most recent) with your up to date measurements. This is good to do because we want you to look and feel as good as possible and with old sizes the chances of this are not as good.

Occasionally we will have something made for you and so the measurement accuracy is really important here. If you don't have a tape measure you can use a piece of string or ribbon to measure with and then use the ruler app on your phone to work it out.

## Communication

We pride ourselves on being approachable and understanding as a team. If there's anything you aren't sure of or need to check then you can **always** email, message, or call us and we'll come back to you as soon as we can.

There historically is a culture of not giving artists information but, we believe this doesn't empower you on a job and we want you to be empowered as artists so we will sometimes send you a brief on a company's background. This is not to bore you with extra reading. If it's important to the client, it's important to us to understand what it is they are trying to communicate and ultimately that's our job. To be communicators through the many skills we have as artists.

## How do we communicate?

We aim to send you anything with more detailed information via email, but we also know not everyone is good at checking their emails.

This can be a problem for us if we need quick responses, so we have taken to a bit of a dual approach.

We will often email and message you if it's important. This is not to bombard you, but we have to make sure you receive the important information in a time sensitive way and if a quick text is what it takes then that's what we do.

It is often a fast-moving booking process so some information can be more quickly grabbed via a WhatsApp, text or voice note. Also, if you prefer to talk than write, a voice note can be good for you too.

There are some things we will request via email confirmation though so please do ensure to reply by email to that. We need to keep an email trail of information that we can check back through to ensure you have all you need to do the job successfully.

In advance of a job with a number of performers we will often set up a WhatsApp group. This allows us to check things very quickly with you and let you know last minute bits of information quickly. It's the easiest place to share videos of rehearsals and musical lines and allows you a quick reference to your rehearsal schedule and main info instead of having to go back through loads of emails but, please do keep on top of checking your emails.

Between these main methods of getting in touch, you should have all you need from us and we can get all we need from you quickly also. We aim to send messages out during working hours but sometimes this does spill over later, especially the night before a rehearsal or an event if there is a late change or bit of information you need. We aim to keep this to a minimum. If we've worked with you repeatedly and know you well, message times may be more relaxed but if you feel at any point

these times aren't appropriate or don't suit you then just let us know and we can make that change.

**Please keep in good contact**, if you are hard to reach or not in the habit of replying, it becomes harder for us to consider you for jobs. If you are in good contact you will be at the front of our minds for consideration because we'll know all your up to date info and therefore have to do less chasing to get what we need to move forward to get you the job.

Thank you!

## Sharing & Social Media

It really helps us all to share the message of the brilliant work you are doing. However, just a couple of things to consider before you hit post. Firstly, if we've shared images or content we ask if you can give the original post a re-share. This is often because we are using official/professional content and it looks the very best. If sharing your own content, please tag us online so we can re-share your point of view.

If you've had a blast, we want to share that from your side as well. Our preferred current [#PeterCorryProductions](#)

The capitals used are intentional to help for accessibility, it's called camel case. If you haven't heard about it but are interested [get a look here](#); it's great for helping those with screen readers better access and understand our content.

The main thing to think about before you post is 'have I checked if it's okay to post?'.

Sometimes clients don't want content shared or don't want to be tagged. We need to respect this so as a courtesy just do a quick check with us before you put anything out. This goes particularly for behind the scenes. We don't necessarily want to spoil any magic and especially not in advance. After is usually no problem but again, just taking 2 seconds to check can save us having to ask you to remove a posting. Thanks in advance.

## Finally

If a client asks to book you or other performers in conversation when you are on a job for us [please refer them back to us](#) to continue that conversation.

If you have any problems or concerns, please do not hesitate to contact us - even to just check in with us to let us know what you are up to! We love hearing how artists and performers we have worked with are getting on and seeing what projects or jobs they are currently working on, be it in NI or further afield!

Please keep us updated with new showreels, media and skills so we can present you in the very best way to our clients.

Finally, thank you for all your hard work and commitment so far; whether it has been on a job or coming in to audition for us. We appreciate your constant cooperation and patience and look forward to working with you in the future!