

MTG MEMBERSHIP POLICY

(Drafted, 10/08)

(Revised, 1/18/10)

To be considered for membership in Musical Theatre Guild an actor must:

- A) Be a member in good standing of Actors Equity Association
- B) Be recommended by a current MTG Member

1. Overview and Terms

There are four (4) steps to becoming an MTG Member:

1) Guest Artist List – Performers who have been recommended by MTG Members are added to our Guest Artist list. During casting for each production, Guest Artists who've been selected from the list by a show's Producer and/or Director may be invited to audition. Such invitations are sent out one week after audition announcements have been sent to the MTG company.

- Only full Members may recommend performers for the Guest Artist list.
- Performers who submit “cold” through the web site are evaluated by the Membership Committee for inclusion on the list.
- Members and Associate Members always have priority in casting over Guest Artists.
- There is a separate Non-Equity Guest Artist list. These performers are not eligible for membership.
- Guest Artists who are not interested in membership may choose to limit their involvement to guest appearances with the company.

2) Having completed his or her first MTG production, a Guest Artist is eligible to be considered for Associate Membership. Criteria and procedure are explained later in this document.

3) Associate Membership – When an actor is accepted as an Associate Member, (s)he begins paying dues, receives audition announcements at the same time as full members, is issued an “Associate Member” badge, and is expected to participate in off-stage MTG activities (general membership meetings, committees, volunteering at the Subscribers' Lounge, bringing in the cast dinner on show day, etc.). Associate Members do not participate in company votes, and are ineligible to serve on the EC or MC, or to chair committees.

4) Full Membership – At the end of the Associate Member's year, based on final recommendation by the MC, the EC may propose an Associate Member for full membership. Such Associate Members will be presented for a company vote. If (s)he receives at least 70% of the votes cast, the actor becomes a Full Member of MTG. At the next general membership meeting, the actor is formally welcomed, introduced as a Member of the company, and given his or her personalized Member badge. The EC (working in collaboration with the MC) may also decide to revoke Associate

Membership at the end of the one-year trial period if an Associate Member is deemed not to be an appropriate fit for the company.

2. **The Process**

Application Process:

- Prior to the start of each season, the Membership Committee will invite current company Members to recommend performers whom they feel would make good MTG members. Recommended actors must provide a photo, resume, and contact information to the MC via the MTG web site (musicaltheatreguild.com), along with a note indicating which member has recommended them.
- Recommended performers will promptly receive a return email from the MC (with a “cc” to the Executive Committee (EC)), thanking them for their interest in the company, and explaining how the MTG membership candidacy process works.
- The MC places the applicant on the Guest Artist list.
- *NOTE: The MC will accept recommendations from MTG Members at any time, but will only actively solicit recommendations on a yearly basis. This solicitation may reflect specific company needs, i.e. younger men, actors of color, etc.*
- *NOTE: The MC will accept recommendations only from FULL MTG MEMBERS. Associate Members may not recommend potential Members.*
- *NOTE: Members should not submit actors whose work is not known to them, and should only submit actors who they feel comfortable recommending as valuable assets to the company. Potential members should be top-notch, talented professionals who are also team players, ready to be fully involved in the company. They should be great to work with, and the kind of people who will attend our auditions, participate in our committees, perform in the ensemble, and volunteer for non-performing duties.*

Production Audition Process

- Audition notices are sent to the membership approximately three weeks prior to the audition. Members are required to respond to the Producer (either to schedule audition appointments or to let the Producers know they will be unavailable) within one week of receiving the notice.
- The MC will provide the Producer of each show with the full Guest Artist list. One week after audition notices are sent to the membership, Producers may

invite performers from the Guest Artist list. Guest Artists may then contact the Producer to set up an audition appointment. *NOTE: Priority is always given to members, both in casting and in audition appointment preference!*

- Producers are not obligated to invite Guest Artists to audition. If, in consulting with the Director, it's determined that a show can easily be cast from auditioning Members, a Producer and Director may opt not to use the Guest Artist list.
- Producers and Directors may choose to invite only those Guest Artists who fit the particular roles they anticipate having difficulty casting.

Guest Artist Process

- Once the Guest Artist has completed his/her first show, the MC (based on their experience of the Guest Artist, information gathered from the EC Rep, Producer and Director of the show, and the Producer's Report) will evaluate how to proceed with the Guest Artist, and will make their recommendations to the EC.
- The EC will discuss the recommendations and make one of the following determinations regarding the Guest Artist:
 - This person is not right for our group at this time.
 - This person should be kept on the Guest Artist list and do another show (or more) before a determination is made.
 - This person showed the talent and qualities we look for in MTG members, and should be invited to become an Associate Member.
- The EC will convey its decision to the MC, who will then convey the invitation to the Guest Artist. The MC may appeal the EC's decision, but after reconsidering in good faith, the EC's decision is final.
- Twice a year, the MC will induct any new Associate Members who've been approved by the EC in the interim.

Associate Member Process

- Once the actor has accepted the invitation to become an Associate Member, the MC will:
 - Remove the actor from the Guest Artist list and place them on the Associate Member list.
 - Notify Steven Hack to add the Associate Member to the roster (denoted as an Associate Member)
 - Notify Chuck Bergman (with a "cc" to Caryn Karpel) to begin billing the Associate Member for dues.

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- Send out a hyperlink to the new Associate Member's information on the MTG web site via our email tree so that company members can welcome and familiarize themselves with the new Associate Member.
- Associate Members receive audition notices at the same time as Full Members.
- They are expected to participate in non-performing MTG activities (meetings, committees, Subscribers' Lounge, etc.)
- Associate members do not participate in company votes, chair committees or serve on the EC or MC.
- They are given a silver "Associate Member" badge.
- Associate Membership lasts for one full year from the date the Associate Member is invited to join the company.
- At the end of that year, the MC will evaluate the Associate Member's overall performance (again, based on their personal experience, Producer's Reports, etc.) and will make a final recommendation to the EC.

Full Membership

- Upon EC approval, the MC will send an email to the general membership advising them of the MC and EC recommendation, and calling for a vote on the applicant for full MTG Membership.
- Associate Members must receive 70% of yes votes *of those members who voted (not of the full membership)* in order to be accepted as Full Members.
- Once approved by the membership, the Associate Member is now a full member of MTG, with all voting privileges.
- At the next general membership meeting, the Associate Member will be formally welcomed as a full-fledged Member of the company, and will be given their personalized gold "MTG Artist" badge.

Exceptions

- If a Guest Artist has auditioned for several shows and has not been cast for reasons other than quality of the audition (schedule, small cast, etc.), the MC and EC may jointly decide to invite the Guest Artist to become an Associate Member without having participated in a show.

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- If an actor is a known quantity in the theatre community and expresses interest in joining our group, the MC and EC may jointly decide to offer Associate Membership to the actor, provided they meet the qualifications, as described under “Application Process.”
- If a performer is brought in to audition by a Director and is cast in a show (with the approval of the EC Rep and the Producer), the performer will be considered a Guest Artist, and will proceed from there as described above, unless the EC and/or MC deem the performer an inappropriate addition to the list. *NOTE: MTG members are always given priority in casting.*
- If, for any reason, a Guest Artist does not wish to pursue membership (They spend too much time out of town, they don’t feel they can commit to the requirements of membership, etc.) they may, with MC/EC approval, remain on the Guest Artist list indefinitely. Likewise, if the MC/EC does not feel a Guest Artist is right for Membership, but has particular skills we may need for future productions (dancing, juggling, acrobatics, etc.) they may invite the actor to remain on the Guest Artist list indefinitely, to be called upon as needed.