

# Membership Pack

*bringing the industry together*

## The TMA

Established in 1894 the TMA is one of the UK's leading trade associations for the performing arts. Our members include theatres, multi-purpose venues, arts centres, concert halls, commercial producers, touring theatre, opera and ballet companies, sole traders and suppliers to the industry. We provide a collective voice for the management of the UK performing arts industry.

We provide our members with the very latest in current thinking and best practice, specialist legal, financial and employment relations expertise, practical support and guidance. The TMA's agreements with the trade unions are the benchmark for the employment and engagement of those working in the middle and large scale UK performing arts. We represent the interests of arts organisations from across the four countries to central, local and European government, funding and other bodies concerned with the performing arts.

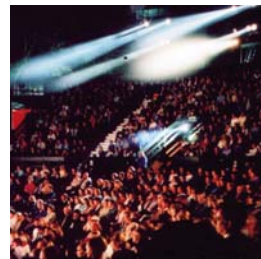
## What do we offer?

### Networks within the Industry – keeping you up to date

Membership of the TMA means that you and your colleagues are part of the extensive network of professional managers and organisations working in the middle and large scale performing arts. All managers and staff within your organisation can have direct contact with the TMA and benefit from our services.

Membership of the TMA enables you to influence developments and set the agenda for your industry. Our year-round programme of national and regional events, seminars and professional development courses offers the opportunity for direct contact with other theatre managers, their colleagues and organisations, and the exchange of ideas.

Each month TMA members receive the **TMA Update Newsletter**. This includes comprehensive information and specialist briefings on industrial and employment relations, legal matters and legislation, and a wide range of other industry issues such as health and safety. The TMA Update includes information on the annual programme of TMA events and training opportunities.



The **TMA website** [www.tmauk.org](http://www.tmauk.org) provides information on the services of the Association, forthcoming events and training, job vacancies, industry news, and the current rates of pay under the Association/Union Agreements. TMA Members have access to an exclusive area of the website which hosts electronic versions of all bulletins and other circulations, the Membership Directory, legal and employment relations and industry guidance.

Since 1990 the TMA has published the **TMA Audience Data Survey** exclusively for Members. Collated by the City University London on behalf of the Association, the Audience Data Survey provides statistics on the number of tickets sold, the value of these tickets, the average ticket yield in total, as well as according to repertoire undertaken by all those members who return data and by a constant sub-set of member theatres.

Our quarterly **PROMPT** magazine, produced specifically for the industry, provides articles on the work of individual venues and companies together with features on the artistic, management, financial and business issues of the day. **PROMPT** articles are written by professional journalists, the members themselves and legal, financial and industry specialists associated with the performing arts. All members have free subscription to **PROMPT**.

### **Advice, Guidance and Support - reducing risk and costs for your organisation**

The TMA offers a range of services and specialist guidance on legal matters, industrial relations, business management and corporate governance. We provide members with free and regular information on issues such as VAT cultural exemption, financial management and taxation, current legislation and legal developments.

The Association promotes industry-standard employment frameworks; setting the minimum terms and conditions for the employment and engagement of performers, creative teams, musicians, technical and front of house staff through negotiation with the relevant trade unions.

The TMA ascribes to a body of dispute resolution procedures in conjunction with the performing arts trade unions. The Theatre Council and the Conciliation Boards provide an effective means of resolving disputes between a member in the conduct of their business and a trade union without recourse to costly legal action or employment tribunals.

There is also a dispute resolution procedure in the event of a dispute or difference arising between members in the conduct of their business.

We develop and promote best practice within the industry in areas such as safe working practices on get-ins, fit-ups and get-outs, and contract agreements between venues and producers. The Association takes the lead on particular industry issues, for example the development and supply of touring productions for the middle and large scale.

Full Members have free access to the Association's legal and employment relations specialist staff and other officers. The TMA will provide the names of business and management consultants and companies specialising in the performing arts in areas such as business planning, marketing and board or staff development.

Members can take advantage of the free legal advice services offered by law firms, Bates Wells and Braithwaite and Jayes and Page. Chartered Accountants, Nyman Libson Paul also provide a free helpline for members.

The TMA's **Group Purchasing Scheme** can help to reduce your organisation's costs on energy, credit card fees and other items.

### **Professional and Organisational Development – improving performance**

Our comprehensive Training and Professional Development programme offers courses and events for all levels of management and across the many functions within your organisation. The TMA's programme of courses is tailored to the specific needs of the industry and is very competitively priced. Details of the current programme are enclosed with this pack.

### **One voice for the industry - influencing decision-makers**

We aim to promote the creative, financial and social impact of UK theatre. The Association represents the views and needs of the membership to influence the policy and legislative decisions made by European, central and local government, their agencies, and funding bodies.

The TMA represents the interests of its membership to all levels of national and European government, working closely with government departments, local authorities, EEC bodies and trade unions to influence policy development and financial investment across a broad range of issues, including employment, education, cultural activity and tourism.

We work in partnership with other industry bodies and organisations to act as an advocate for the performing arts. The TMA is the sister organisation of the Society of London Theatre (SOLT) and we collaborate with a range of organisations including Creative & Cultural Skills, the National Campaign for the Arts, the Independent Theatre Council, Association of British Orchestras, British Association of Concert Halls, and the Arts Marketing Association to maintain a co-ordinated approach to the development of the performing arts industry across all scales of company and venue.

The TMA works with the UK Arts Councils to address issues affecting the industry and to provide specific services for its members.

We respond to issues affecting our industry, through the media and other public channels.

### **Celebrating the excellence and contribution of regional theatre – the TMA Theatre Awards and TMA Management Awards**

In 1990 the TMA established the TMA Theatre Awards to celebrate the very best in the UK's theatre, opera and dance. These Awards, which are now referred to as the "Oscars of Regional Theatre",<sup>1</sup> celebrate the high quality of work seen in theatres and arts venues throughout the four nations. The TMA Theatre Awards are the only UK-wide awards for theatre, opera and dance and receive national press coverage and, importantly, wide exposure in the regional press.

The annual **TMA Management Awards**, established in 2005, provide public and industry recognition to the very best in management practice. These unique awards champion the work of individual managers and management teams within the venues, producers and touring companies working in the commercial and subsidised sectors.

Further information on the Award categories and a list of recent recipients are enclosed.

## The TMA Offices and Meeting Rooms

Located at 32 Rose Street, London WC2 the TMA offices provide a number of meeting rooms. These rooms may be used by TMA members free of charge, subject to availability. Office hours are 10 am to 6 pm. Tea and coffee facilities are provided and full catering can be arranged. Members visiting central London and requiring a workspace during the day are also welcome to use the facilities of the TMA.

## Membership

The TMA is a company limited by guarantee. The Association is run by its Council of Management, elected from and by the Association's membership. The TMA employs a team of professional staff to manage and provide the Association's services.

Membership is open to any organisation or individual deriving parts of their income from a performing arts related activity or providing a service to the live entertainment industry.

It is expected that members of the TMA will subscribe to the TMA's statement of Aims and Purpose as set out in the Memorandum and Articles of Association:

### Aims of the Association:

- Promoting excellence and the adoption of best practice in the production, presentation and management of live performance;
- Supporting its members in all aspects of their professional activities;
- Strengthening links between members for the exchange of ideas, information and expertise;
- Encouraging recognition of the cultural, social and economic importance of the performing arts.

## TMA Members' Database

The Association holds a Members' Database which records the name and address of the Member, name of the Member Representative and other staff, and other information relevant to the business of the member. The Association uses this database to communicate with its members for all areas of its activities and services. The database is operated in accordance with the Data Protection Act 1998.

The Association publishes a Members' Directory which is accessible to all Members via the TMA website [www.tmauk.org](http://www.tmauk.org) and in printed form. By joining as a TMA Member the organisation or individual agrees to be listed in the Members' Directory unless they specifically refuse consent.

## Union Recognition

The TMA recognises the trade unions Equity, BECTU, the Musicians' Union and the Writers' Guild of Great Britain for the purposes of setting the minimum terms and conditions of employment and the engagement of services for those working in professional theatre. Members of the TMA are required to abide by the agreements between the TMA and these unions, accept the minimum terms and conditions of those agreements currently in place and agree, where appropriate, to use the contracts of employment currently in place with these trade unions unless a separate House Agreement has been negotiated.

Theatres and arts venues operated by a local authority may have terms and conditions of employment, which will be established in accordance with the local authority's agreement with a trade union other than BECTU, recognised as a separate house agreement, where it is agreed by the Association and BECTU that these offer at least comparable benefit to the terms and conditions of the TMA/BECTU agreement.

## Membership Categories

The Association has a number of membership categories, reflecting the range of companies, organisations, and individuals involved in the performing arts industry.

### Full Membership:

Full Membership is open to: producing and presenting venues; producers and touring companies from the commercial and subsidised sectors; partnerships and sole traders; and business organisations directly involved in the presentation and/or production of the performing arts.

Each Full Member may appoint a representative (the Member Representative) entitled to attend, vote and speak at meetings of the Association.

Benefits include:

- Access to free advice from the staff at TMA, including the legal and employment relations officers
- Use of TMA/Union Employment Agreements
- Access to and the protection of TMA/Union conciliation and arbitration procedures
- Receipt of TMA Monthly Circulations
- Access to the Exclusive Members' TMA Website
- Preferential rates for training events and seminars, conferences and social events
- Access to the TMA Group Purchase Scheme
- Free subscription to PROMPT magazine
- Receipt of the TMA Audience Data Survey

### Full Membership (Group Member)

Group Members are organisations whose management or ownership is the same as that of an existing Full Member and which share common directors with that member, for example a venue which is part of a national network of theatres.

Group members have access to the full range of TMA services. Each Group Member may appoint a Member Representative entitled to vote at meetings of the Association though the number of votes held by a Full Member and its Group Member(s) is limited at the discretion of the Council.

### **Full Membership (Sole Trader)**

This membership category is for Sole Traders whose turnover in the 12 month membership period would not exceed £60,000. This category provides full membership to freelance consultants and individuals providing management services to the performing arts industry and TMA members.

Sole Trader members have access to the full range of TMA services.

### **Associate Membership**

This is a special category available for 12 months only to former Member Representatives of TMA member organisations.

Associate members have access to the same range of services of full members except the advice from the legal and employment relations officers and access to and the protection of the TMA/Union conciliation and arbitration procedures. Associate members are entitled to vote at meetings of the Association, but may not participate in any resolutions relating to industrial relations or financial matters.

### **Affiliate Membership**

This category is for individuals, not working for an organisation eligible for TMA membership nor eligible to join the TMA as a Full Member or Sole Trader, who wish to be kept informed of the work of the Association.

Affiliate Members receive the TMA Monthly Bulletins and **PROMPT** magazine and are able to attend TMA events at the preferential rates. Affiliate Members do not have access to advice from the staff of the TMA, the TMA/Union conciliation and arbitration procedures or the full reports of the TMA Audience Data Survey. Affiliate members are entitled to vote at meetings of the Association, but may not participate in any resolutions relating to industrial relations or financial matters.

### **Corporate Affiliate Membership**

This category is available to commercial organisations who are manufacturers or suppliers of goods and services and whose customers include, but are not limited to the performing arts industry and members of the TMA. Corporate Affiliate members receive all the benefits of Affiliate Membership as well as commercial opportunities to promote their products and services to the whole TMA membership.

### **How to Apply**

All applicants should complete the Application Form which is enclosed with this pack and is also available on the TMA website: [www.tmauk.org](http://www.tmauk.org). Please provide only such information which is relevant to the category of membership for which you are applying i.e. applicants for Affiliate, Associate or Corporate Affiliate Membership which have fixed subscription rates do **not** need to supply any financial information.

## Proposers and Seconders

An application for membership should be proposed and seconded by the member representatives of two organisations which are Full members of the TMA. Please contact the TMA Membership Services Administrator if you would like assistance in approaching a proposer and seconder to support your application.

## 21 Day Notice Period

An application received by the TMA is considered by the Council of Management. Once the Council of Management have recommended approval of the application, notice of the application is circulated to all TMA members and Equity and an invoice is issued for the membership subscription. If no objections to the application are received within 21 days and the subscription fee is paid, then the membership will be confirmed.

## Subscription Rates

Members are required to pay an annual subscription to the Association. The subscription varies according to membership category. The subscription year commences on 1<sup>st</sup> January. Members joining the Association part-way through the calendar year pay a pro-rata subscription for that year. Details of the membership categories and subscriptions are given below.

Subscriptions for all Full Members, except Commercial Producers, are based on TMA activity-related turnover. This is defined as the figure for revenue turnover in accounts for the company and all subsidiary companies where activities relate to the principal business activity of performance. Subsidiary companies would include, but not be limited to, a theatre's own catering operation or trading and shop outlet. The figure should include gross box office turnover, net of VAT, and the net revenue from all ancillary and trading activities including catering and bars or income shown in the company's accounts received from franchised operations.

Any special arrangements for a reduced level of subscription e.g. introductory *or* decreased activity due to refurbishment *or* where a company's annual performance programme encompasses less than 50% of theatre, opera and/or dance, are for a finite period to be specified in advance of the period of change requiring a special arrangement.

Subscription rates for Commercial Producers who are Full Members are based upon a flat rate equivalent to Band 1 plus a variable fee calculated according to the number of touring weeks undertaken in a year. The variable rate for a week of a touring drama is currently £27.50 (ex. VAT) and for a week of a touring musical currently £44.50 (ex. VAT).

Subscription rates for Sole Traders are a fixed rate based on a maximum level of turnover per annum. Associate, Affiliate and Corporate Affiliate Memberships have a subscription rate which is fixed and is not related to turnover.

Group Membership is a fixed fee per venue paid in addition to the turnover related subscription of the primary Full Member.

## 2010 Subscription Rates

Subscription Rate	Turnover in £s (ex VAT)		Subscription (ex VAT)
	From	To	
<b>Full Member</b>			
Band 1	Nil	50,000	258
Band 2	50,000	125,000	515
Band 3	125,001	250,500	1,025
Band 4	250,001	500,000	1,530
Band 5	500,001	1,000,000	2,035
Band 6	1,000,001	1,500,000	2,705
Band 7	1,500,001	3,000,000	3,060
Band 8	3,000,001	5,000,000	3,410
Band 9/10	5,000,000+		3,795
<b>Full Member – Commercial Producer</b>			
Fixed Rate Band 1	n/a	n/a	258
Variable Rate Tour Week Drama			27.50
Variable Rate Tour Week Musical			44.50
<b>Sole Trader</b>	Nil	60,000	172
<b>Group Member</b>	n/a	n/a	258
<b>Affiliate Member</b>	n/a	n/a	96
<b>Associate Member</b>	n/a	n/a	96
<b>Corporate Affiliate Member</b>	n/a	n/a	440

### The Theatre Council and Deposit Arrangements for TMA Members

The Theatre Council (TTC) is the joint body established by the TMA and the British Actors Equity Association (Equity) to ensure appropriate arrangements are made for the payment of members of Equity and to provide a forum for settlement of contract disputes.

Members who are producing venues or companies may be subject to the terms and conditions of the Theatre Council and may be required to provide deposits or guarantees for each production.

Equity and the TMA have agreed to suspend for the arrangement of TMA members placing deposits with the Theatre Council. Prior to this time, producing venues and companies and presenting venues which produced more than *two* shows a year applying to join the TMA, but were deemed not have an established track record of production, were accepted as Deposit Members.

Deposit Members were required to register each of their productions with The Theatre Council and undertake to place a deposit with the Council to cover the salaries for the Equity members engaged for the production.

To encourage greater membership of the TMA and to promote the wider use of the TMA/Equity contracts which afford Equity members the protection of minimum terms and conditions of employment, the TMA and Equity have agreed to suspend the requirement to place Deposits with the Theatre Council. All producing and presenting venues and companies joining the TMA will do so as Full Members.

Producing and/or presenting venues and companies which are not members of the TMA, but wish to use the TMA/Equity Contracts will still be required to abide by the terms and conditions of the Theatre Council and provide deposits or guarantees.

The Theatre Council will continue to operate and provide a forum for the settlement of contract disputes for TMA Full Members.

Photos © Pawel Libera; Charlie Hopkinson; Alistair Muir; Richard Dean, Rambert Dance Company; Robert Day, Mercury Theatre; Youth Music Theatre UK; Open Air Theatre.



## The TMA Theatre and Management Awards

The TMA Theatre and Management Awards are open to TMA members working in both the commercial and subsidised sectors of the performing arts.

### The TMA Theatre Awards are:

- *Award for Achievement in Dance*
- *Award for Achievement in Opera*
- *Best Design*
- *Best Director*
- *Best Musical Production*
- *Best New Play*
- *Best Performance in a Musical*
- *Best Performance in a Play*
- *Best Supporting Performance in a Play*
- *Best Supporting Performance in a Musical*
- *Best Touring Production*
- *Equity Award for Best Show for Children and Young People*
- *The Stage Award for Outstanding Achievement in Regional Theatre*
- *Special Award for individual achievement*
- *Best Lighting Design*

### The TMA Management Awards are:

- *Manager of the Year*
- *Employee of the Year*
- *Award for Achievement in Presenting Theatre*
- *Award for Achievement in Marketing*
- *Award for Most Welcoming Theatre*
- *Eclipse Award supported by Arts Council England*

The TMA Theatre Awards ceremony takes place in London in late October and the TMA Management Awards take place during the TMA Annual Lunch in May. For full details on the categories, eligibility, the nomination and judging systems visit [www.tmauk.org](http://www.tmauk.org).

