

Brown Box's Deputy Job Description

Each Brown Box production will have one EDI officer & Cast/Crew Deputy, who will be elected by a vote of the touring cast and crew of that show at first rehearsal. During the rehearsal process, this individual will be an additional resource for all members of the company to report any circumstances where the process, Brown Box, or any individual member of the company fails to fulfill their contractual obligations or does not uphold the diversity, equity, inclusion, anti-racism, anti-discrimination, or drug and alcohol policies of Brown Box Theatre Project. Prior to the start of the production's tour, another vote will be taken to either keep the Deputy or to choose a new one, who will take over the position during the remainder of the process. Any member of the cast/crew can volunteer to be considered to be the deputy. No member of the Brown Box administrative team can serve as Deputy.

Responsibilities:

- Familiarize. The Deputy will be given complete access to all policies and protocols as well as all reporting options available. The Deputy should become acquainted with all policies so that they can be prepared to provide a fellow company member with their options and/or share with a concerned party the steps that will be taken on their behalf upon the Deputy's reporting of an event.
- Observe. The Deputy shall notice the way others around them are interacting and identify any problems that may arise early.
- Serve as a liaison between cast/crew and the administration as it pertains to any concerns or issues that may arise throughout the process.
- Support fellow cast members. The Deputy shall make it known that they are available to talk with anyone who may have experienced anything of concern that breaks any of the aforementioned policies or protocols.
- Listen to cast members complaints and empathize.
- Report. Different grievances brought to the attention of the deputy justify different actions:
 - If racist or discriminatory behavior occurs or is brought to their attention, the Deputy shall submit an incident report and speak to the Executive Director.
 - If a concern surrounding housing or transportation is brought to their attention, the Deputy shall speak directly with the Company Manager
 - If a matter within performance, pre/post show occurs or is brought to their attention, the Deputy shall report to the Stage Manager.
 - If the person to which the deputy is to report is involved in the grievance, the Deputy shall instead report to that party's immediate supervisor and/or submit an incident report that will go to administrators and board members not involved in daily affairs

The Deputy is not responsible for upholding or enforcing any protocols and does not serve an authoritative role, but instead shall be an intermediary between cast/crew and the administration. All conversations between deputy and administrator will be documented, and all required actions will be taken as per the company protocols upon any report or discussion. Upon action taken regarding any matter brought to the attention of administration by the deputy, the deputy will be updated so that they may report back to all relevant parties regarding the progress of their grievance.

The deputy will receive an additional stipend of \$200 for their role (to be split evenly if the rehearsal deputy is replaced for the tour).