



Production Crew, Box Office & Front of House Employees – Live Performance Award Summary

Hours of Work

Full-Time Permanent: 38 hours per week. Minimum 4 hour and maximum of 12 hour shift on any one day. Ordinary hours may be worked Monday to Sunday. Full-time employees are entitled to a minimum of 2 rostered days off in each 7 day roster period. Rosters must be made available to employees with at least 7 days' notice.

Part-time: An agreed number and pattern of hours, less than 38 hours per week. All entitlements based on the number of weekly hours' worked. Minimum shift is 4 hours and a maximum of 12 hour shift on any one day.

Seasonal Employee: Seasonal employees are engaged on a fixed term contract. Seasonal contract conditions will be the same as those for permanent employees. Where a new contract is agreed to immediately after one contract has expired, all employment entitlements will be considered as continuous.

Casual Employees: A casual employee is engaged from shift to shift. The minimum shift is for 3 hours.

Late Hours: Where an employee is detained at work too late to travel home by public transport, the employer will provide proper transport home.

Meal Break

Permanent & Seasonal Contract Employees:

Lunch	1 hour continuous between 12noon and 3pm
Dinner	1 hour continuous between 5pm and 8pm
Supper	½ hour continuous between 10pm and 12am
Breakfast	1 hour continuous between 7am and 9am

Casual Employees: Casual employees who work for more than 4 hours will be entitled to a minimum meal break of 30 minutes.

Where any employee is required to work for more than 5 hours without an adequate meal break, they will be paid at double time for the period when the meal break should have been taken.

Missed Meal Break Penalty – all employees:

Where an employee is required to work for more than 5 hours without an adequate meal break, they will be paid at double time for the period when the meal break should have been taken.

In the 7 day production week leading up to opening night, missed meal breaks are paid at time and a half. Missed meal breaks on any Sunday will be paid at double time and a half.

Overtime and penalty rates

Weekly Overtime: All work in excess of 38 hours per week is paid at time and a half. Weekly overtime for part-time employees is paid at time and a half for the first 2 hours & double time thereafter. Weekly overtime for casuals is paid at time and a half for the first 4 hours and double time thereafter.

Daily Overtime: For all work in excess of the rostered daily hours (or 8 hours for casuals) overtime is paid at time and a half for the first 2 hours and double time thereafter.

Rostered Day Off: For all work performed on a rostered day off, time and a half for the first 4 hours and double time thereafter.

Night work: All work between 12 midnight and 7am will be paid at double time.

PHONE

WEB



Minimum break after overtime: Any employee who works overtime on any one day is entitled to a minimum break of 10 hours before their next shift. If the employee is required to return to work before the 10 hours has expired, they will be paid double time until they are released from duty for 10 hours.

Sundays

All work on Sunday is paid at double-time with a minimum 4 hour call. Where work is commenced on a Saturday the minimum four-hour call will not apply.

Public Holidays

All employees who would normally be rostered to work are entitled to a paid day off. Employees who would not normally be rostered to work will be allowed an additional day off at an agreed time, or an additional day's pay.

All employees who work on a public holiday will be paid at double time with a minimum payment of 4 hours. If a majority of employees affected consent, by written agreement with their employer, a public holiday may be substituted for another day.

Allowances

Car Allowance: Where an employer requests an employee to use their own vehicle at work, the employee will be paid \$0.78 per km.

Tools Allowance: An allowance of \$9.42 per week will be paid to heads of department who are required to supply their own tools. Other employees required to supply limited basic tools will be paid \$0.97 per day. Employees will be reimbursed for the cost of any mechanical property or light requirements including torches, unless provided by the employer.

Uniform Laundry Allowance: An employee who is required to wear a uniform which is not laundered by the employer is paid a laundry allowance.

Full-time employees: \$3.53 per week for shirts and blouses and \$9.19 per week for other garments.

For all other employees: \$2.84 per day to a maximum of \$12.79 per week.

Meal Allowance: Employees who commence work between midnight and 8am and are required to work past 8am will receive an allowance of \$17.61 for each meal time falling within their shift.

Employees required to work back to back performances will be paid a meal allowance of \$17.61 unless the employer provides a suitable meal.

Transmission or Recording Allowance

All production employees who work on a performance recorded for broadcast or distribution is paid an allowance of \$128.65 per performance when the recording is made.

Where a performance is to be recorded for promotional, archival, or educational use, or where the only purpose of the performance is recording, the above allowance does not apply. The employer must give at least 7 days' notice to all affected employees.

Tour Allowances

Travel on Sundays where no work is performed: Where an employee is required to travel on Sundays, but not perform work, they will be paid one 10th of their weekly wage in addition to other travel allowances.

Application of Touring Allowances: Touring and accommodation allowances are not applicable where an employee is engaged to work at a single location away from their place of residence for 12 months or more.

Air Travel: As a minimum, economy class airfares will be provided. Taxi fare reimbursement to a maximum of \$39.51 will be provided for travel between tour accommodation and airports. Taxi reimbursement is not payable if the employer provides adequate transport.

PHONE

WEB

PO Box, 723 Strawberry Hills NSW 2012

1300 656 513

MEAA.org

BUILT ON INTEGRITY, POWERED BY CREATIVITY

ABN. 84 054 775 598



Tour Accommodation: Where the employee does not accept the employer-provided accommodation, the employee will be paid an allowance of \$122.19 per night to a maximum of \$611.01 per week.

Where the employer does not offer to provide accommodation the employee will be reimbursed for the accommodation costs to a weekly maximum of:

Sydney & Melbourne:	\$1223.00
Adelaide, Hobart, Perth & Brisbane:	\$863.13
Canberra:	\$1051.00
Other Places:	\$804.59

Shared Accommodation: Where agreed in writing, the employee provide shared accommodation.

Meal Allowance on Tour: \$55.53 per day to a maximum of \$277.58 per week.

Incidentals Allowance on Tour: \$15.13 per day to a maximum of \$75.77 per week.

Leave Entitlement

Annual Leave: Permanent employees are entitled to a minimum 4 weeks' paid leave per year, calculated pro rata for part-time employees. Annual leave loading of 17.5% is paid on leave taken by permanent employees after 12 months' service.

Personal Leave: A permanent employee is entitled to 10 days' paid leave per year for personal sickness or carer's responsibilities and an additional 2 days' unpaid leave for carers where required.

Employees may be asked to supply evidence of illness such as a medical certificate to justify occasions of personal leave.

Casual employees are not entitled to paid leave but are entitled to 2 days' unpaid compassionate leave per year where required.

Long Service Leave: After 10 years' continuous service with the single employer, both casual and permanent employees are entitled to long service leave. The amount of leave varies depending on the state in which you work. Employees who wish to access long service leave should contact MEAA for advice.

Termination of Employment & Redundancy

Permanent Employees: Up to 4 weeks' notice of termination is required, depending on length of service. The employer must provide 5 weeks' notice if the employee is over 45 and has at least 2 years of service. Up to 16 weeks redundancy pay based on the years of service.

Casual Employees: Casuals are engaged on a shift-by-shift basis and their employment can be terminated at any time.

Unfair dismissal: For both permanent and casual employees a dismissal may be considered unfair if the way in which employment is terminated is unjust, unfair or unreasonable. Unfair dismissal claims must be lodged with Fair Work Australia within 14 days of the dismissal occurring. MEAA members who feel they may have been unfairly dismissed or threatened with unfair dismissal should contact MEAA for advice immediately.

Need more information?

This award summary only provides an outline of the minimum award rates and conditions for live performance industry employees. For more info on your minimum entitlements please contact MEAA.

PHONE

WEB

PO Box, 723 Strawberry Hills NSW 2012

1300 656 513

MEAA.org

BUILT ON INTEGRITY, POWERED BY CREATIVITY

ABN. 84 054 775 598



Minimum Rates – From July 1st 2017

Live Performance Industry Award classifications Production, Box Office & Front of House Employees Based on indicative positions in the Live Performance award	Full-time Weekly Rate 38 hours per week	Min. Hourly Rate	Min. Hourly Rate Casuals With 25% casual loading
<u>Level 1</u> - Trainee wage Training wage maximum of 6 weeks for permanent employee or 228 hours for casual employees	\$694.90	\$18.29	\$22.86
<u>Level 2</u> Dressers, Ushers & Program Sellers	\$755.60	\$19.88	\$24.85
<u>Level 3</u> Stage Door Keepers, Assistant Scenic Artist, Inexperienced Customer Service Representative (Box Office)	\$793.80	\$20.89	\$26.11
<u>Level 4</u> Certified Rigger, Certified Pyrotechnics, Experienced Customer Service Representative (Box Office)	\$809.10	\$21.29	\$26.61
<u>Level 5</u> Assistant Stage Manager, Board Operator, Mechanist, Scenic Artist, Technicians, Fly Operator, Prop Maker, Wig Maker, Tailor, Food & Beverage Manager	\$834.30	\$21.95	\$27.44
<u>Level 6</u> Experienced Live Performance Technicians & Deputy Heads of Department, Front of House Manager	\$859.80	\$22.63	\$28.29
<u>Level 8</u> (Level 7 in the award only refers to performers & dancers) Heads of Department, Props Master, Wardrobe Supervisor, Technical Supervisor, Box Office Supervisor	\$914.90	\$24.07	\$30.09
<u>Level 10</u> (Level 9 in the award only refers to musicians & performers) Stage Manager, Call Centre Team Leaders	\$946.40	\$24.90	\$31.12
<u>Level 13</u> (Levels 11 & 12 in the award only refers to musicians & performers) Technical Manager/Venue Manager	\$1045.80	\$27.52	\$34.40

PHONE

WEB

PO Box, 723 Strawberry Hills NSW 2012

1300 656 513

MEAA.org

BUILT ON INTEGRITY, POWERED BY CREATIVITY

ABN. 84 054 775 598