



## EYCH18 Shaped by Industry - Shared with Pride Partnership Management Agreement

### Partners:

Specify names of :

1. heritage sites (lead partner)
2. theatre company or creative partner

**Purpose of agreement:** This partnership management agreement sets out how the *Shaped by Industry - Shared with Pride* cluster group will be managed during its delivery. The agreement will remain in force until the partnership agrees any changes, or the partnership is wound up.

**Duration of agreement:** This Partnership Agreement shall be in existence from [insert date].

**Type of agreement:** This is not a legal agreement. It has been drawn up for the purposes of good governance and accountability, through an agreed commitment and understanding of respective roles and responsibilities.

**Output 1:** The Partnership will work with local tourism trade businesses, through the Carrickfergus Enterprise Causeway Coastal Hub network, and with community volunteers at each key site to actively **promote** the performances, utilising digital platforms for an outcome of fostering **marketing** and connectivity between sites and encouraging connections along the wider Causeway Coastal Route.

**Output 2:** Ensure wider buy in from local tourist businesses and wider communities to encourage post-project outcome of **sustainability** for the use of audience participative theatrical performance to create pause moments at industrial heritage sites along the Causeway Coastal Route.

**Output 3:** We will utilise a simple downloadable online *Shaped by Industry – Shared with Pride* toolkit, including a risk assessment/audience engagement template as a legacy of the project, publicity logos and limitations on their use, with the outcome of encouraging participative theatre as a **sustainable** means of animating industrial heritage sites.

**Theatre Company:** creative partners who will deliver theatre performances based on the scripts and costings produced by Big Telly Theatre Company as defined in the Toolkit. The Theatre Company contracted will provide a risk assessment for their performances at each heritage site, and be responsible for health and safety of the public during each theatre performance.

### Management of the partnership:

A suggested way to manage the partnership is through a steering committee with senior representatives from the heritage organisations leading the participative theatre project and the creative manager of a theatre company. It is essential to produce a clear written plan containing: costings; key deliverables; marketing targets; expected dates for rehearsals, promotional material and theatre performances; and health and safety risk assessments, to ensure good business planning and coordination of activities. The plan can be developed from steering group meetings and wider consultations with any or all of these stakeholders: tourism business owners in the locality, community organisations, and internal meetings with heritage site volunteers and site staff.



**Authority:**

The heritage sites commissioning a company to deliver theatre performances will have full authority to determine content of press releases and other forms of publicity promotions in hard copy or electronic forms. Heritage sites will coordinate project delivery, and will have the authority to review the workings of this Partnership Agreement in practical terms to ensure successful project delivery.

**Dissolution or termination of the agreement:**

For the avoidance of doubt it is expressly stated that the entering of this Agreement does not constitute a legal partnership amongst the partners. There is a requirement undertaken by all Partners to be committed for the duration of the project.

**Money - Expenses, Accounts:**

Heritage sites will manage their own procurement, and will adhere to their site's Procurement Policy guidelines or other procedures as described by their management boards and trustees.

**Product - Records, filing etc:**

Records of the project will be retained by the heritage sites for auditing purposes and for post-event evaluation. Heritage sites should be mindful of new General Data Protection Regulations, which come into force in May 2018.

**People - staff & volunteer recruitment, training and management:**

There will be no staff recruitment on behalf of the heritage sites. Volunteer recruitment, training, and management will be delivered at each heritage site in accordance with their own defined procedures.

**Review:**

The Partnership will operate with an adaptive management style. The Partnership structure and delivery mechanisms will be reviewed by the lead Partner after an initial phase of delivery of one or a number of theatre performances.

**Assumptions:**

The Partnership is based on the assumption that each Partner has sufficient resources and expertise to call upon for the successful delivery of the *Shaped by Industry – Shared with Pride* project.

**Signed:**

By all Partners and by the authorised signatures.

For Lead Partner (*name of organisation, name and position of officer signing Partnership Agreement*)

*Date : dd/mm/yy*

For Theatre Company (*name of organisation, name and position of officer signing Partnership Agreement*)

*Date : dd/mm/yy*