

Sideletter #3

As of May 21, 2025

Mr. Joey Monda
President
The Off-Broadway League
134 W. 18th Street
New York, NY 10011

Re: Off-Broadway Design Membership Candidate Program

Dear Mr. Monda,

In the course of our recent negotiations, the Off-Broadway League (the “League”) on behalf of its current and future Labor members (the “Employer”) and United Scenic Artists, Local USA 829 (the “Union”) agreed to create an Off-Broadway Design Membership Candidate (DMC) Program.

The three (3) underlying principles of the Off-Broadway DMC Program are:

1. To create professional design opportunities and a pathway to Union membership for individuals who have been historically underrepresented in the theatrical industry.
2. To provide a less financially burdensome path to membership for rising designers.
3. To create an opportunity for Off-Broadway DMCs to quickly qualify for health insurance under the Union’s health plan.

A DMC may be engaged by an Employer at the request of the Designer to work on the production under the following terms and conditions:

1. An individual shall be engaged as an employee of the production as a DMC and shall assist the Designer in the work of the Designer.
2. An individual *Cover Sheet* must be filed for each individual employed on the production as a DMC. The *Cover Sheet* must be filed for approval by the Union who will track each individual’s DMC status and history.
3. All individuals engaged as a DMC on a production shall receive billing credit as an Assistant Designer on the staff page in all Playbills/programs.
4. Days engaged as a DMC do not need to be consecutive. Neither the Designer nor the Employer shall require the DMC to work for more than six (6) consecutive days without a day off.
5. Individuals employed as DMCs shall be engaged pursuant to all the minimum terms and conditions applicable to Assistant Designers under the Agreement, including Articles VII.G. (Assistant Designers) and VIII.B.4.
6. The Employer shall contribute welfare payments on a DMC’s agreed upon gross wages, equal to the total welfare and pension contribution percentage due under Article XVII of the Agreement.

- a. On not-for-profit productions, this welfare contribution shall be paid as a one-time payment upon the final execution of the contract.
 - b. On commercial productions, it is agreed that the Employer shall pay the welfare contributions per pay period (i.e., welfare contributions will be paid weekly in conjunction with weekly payroll).
7. When classes and space are available, DMCs will be required to take two (2) classes provided by the Union at no cost to the DMC. *Basic Safety Training* shall be a mandatory class for all DMCs to take upon completion of the program. In addition, DMCs will also be eligible to participate in any other training provided by the Union, at no cost to the DMC and provided space is available.
 8. When an individual in the Off-Broadway DMC Program has completed work and received program credit on six (6) Off-Broadway League productions, the DMC shall have the option to complete their Union application for membership with a reduced initiation rate of One Hundred Dollars (\$100.00).* A DMC must work no less than twelve (12) days on a single production for the production to qualify as one of the six (6) productions specified herein.
 9. An individual may work for a maximum of 144 days under the terms of the Off-Broadway DMC Program at which point they will be required to complete their application to join the Union or leave the DMC program. If they have not completed 144 days within three (3) calendar years from the date of first employment, they will no longer be considered a DMC.

*For further clarification, this does not include application fees and dues that are charged the time of application. The total expense upon application, including the reduced initiation fee, is approximately Four Hundred and Twenty-Five Dollars (\$425.00).

Please indicate your agreement by signing below and returning the original to me.

Sincerely,

Accepted and Agreed to,



Carl Mulert
National Business Agent

Joey Monda
Off-Broadway League President