

OFF-BROADWAY ASSISTANT DESIGNER COVERAGE



Minimum Salary

Under the Off-Broadway League Agreement, Producers are required to offer a defined amount of gross wages and negotiate an hourly rate in good faith with the Assistant. There is no minimum amount of gross wages that a Producer is required to offer, but an Assistant's negotiated hourly rate cannot be less than a specified amount (As of July 1, 2025: \$25 per hour). Assistants on Off-Broadway League productions are also entitled to overtime (1.5x the negotiated hourly rate) for any pre-approved workweeks exceeding 40 hours.

Important: if additional work is needed that would cause an Assistant to exceed the gross wages offered by the producer (including unforeseen overtime), the Assistant must receive pre-approval from the Producer before performing the additional work.

Work Plan

The Designer and the Assistant must create a Work Plan (subject to the Producer's review and approval) that accounts for the Assistant's hourly pay (including overtime) without exceeding the gross wages offered by the Producer.

Weekly Time Sheets

Assistants on Off-Broadway League productions should submit weekly Time Sheets to the Producer, for payroll and to track the Assistant's work hours in real time. Assistants should be paid no later than the Friday after the week in which the work is performed.

Reimbursable Expenses

Also beginning July 1, 2025: Assistants on Off-Broadway League productions are entitled to reimbursement of pre-approved expenses incurred in the creation of the design for the Production, including art and drafting materials, model building, sound studio expenses, a proportional share of computer software expenses, printing expenses, postage, shipping, and copying.

After the Reimbursable Expense Budget has been finalized with the Producer, the Designer and the Assistant should agree on how to divide the reimbursable expenses budget. The Producer will reimburse the Assistant directly for any reimbursable expenses approved by the Designer.

