

LORT ASSISTANT DESIGNER COVERAGE ON A+ STAGES



The LORT Agreement includes coverage for Assistant Scenic, Costume, Lighting and Sound Designers on LORT A+ Stages.

Assistant Designers shall be engaged by the Theatre at the request of the Designer and the terms and conditions of employment shall be governed by the LORT Agreement.

When a Designer has requested the services of an Assistant Designer(s) and such request has been approved by the Theatre, the following protocol shall apply:

1. The Designer shall notify the Theatre of the name of the Assistant and the commencement date of the Assistant's employment no less than two (2) weeks prior to said commencement date.
2. The Assistant shall schedule a time with the Theatre to complete the necessary "start paperwork", which shall include the A+ Assistant Designer Cover Sheet and necessary payroll forms.
3. The Theatre shall not be required to pay the Assistant for services rendered, **nor shall the Assistant be required to commence services**, until the "start paperwork" has been fully executed (including commencement date). (Note: Benefit contributions for Assistant Designers shall be paid on Opening Night or within 30 days of the last day of employment.)
4. Once the Theatre has a fully-executed Cover Sheet (including the commencement date), the Theatre shall send a copy to the Union. A separate Cover Sheet must be filed with and approved by the Union for each Assistant.

The Theatre will make salary payments directly to the Assistant(s) each and every week for which they have been contracted and worked.

- In the case of pro-ration, the rate shall be one-sixth (1/6th) of the weekly rate but in no event less than the daily rate per day.
- Work performed on the seventh day of the work week shall be paid at no less than one-quarter (1/4th) of the weekly rate.

Note: For non-A+ Stages at A+ Theatres (including City Center Stage I, the Mitzi Newhouse, Laura Pels, and Tony Kiser Stages only), Assistants may be engaged with compensation to be individually negotiated by the Theatre and the Designer. Such Assistants may be engaged by the Theatre on the LORT-USA Assistant Designer's Agreement or by another manner mutually agreed to by the Theatre and the Designer.

