

COMMUNITY EMPLOYMENT CHECKLIST

FOR ARTS EMPLOYEES

1. EMPLOYER
 - (a) Who is the employer?
 - (b) Will the employer nominate one agent to whom you will be answerable?
2. TERM

How long will you be employed for?
3. JOB

What are you expected to do during the project period?

Can you do it?
4. MONEY
 - (a) How much will you be paid? Will tax be taken out?
 - (b) Who will administer the grant money (if any)?
5. INSURANCE
 - (a) What will be taken out?
 - (i) Public Liability?
 - (ii) Worker's Compensation?
 - (iii) Volunteer's cover?
 - (b) Who by?
 - (c) Who is paying?
6. EXPENSES
 - (a) Who will pay for expenses incurred on the project?
 - (b) Which ones? (Specify)
 - (c) Will travel, moving expenses or accommodation be paid?
7. FACILITIES
 - (a) What facilities will you need? Specify them.
 - (b) Who will provide them?
 - (c) How?
8. PUBLICITY

Will the project be promoted or advertised?

By whom?

Out of which budget?

9. CONSULTATION

(a) Are you expected to consult with particular community members?

If yes, who?

(b) Do you have to report to or consult with the employer?

10. HOLIDAYS AND SICK LEAVE

(a) How many days leave will you be given?

(b) On what basis?

11. HOURS

(a) How many hours per week are you expected to give?

(b) How many of those hours will be public-contact?

(c) Is flexitime appropriate?

12. PROJECT DESIGN APPROVAL

(a) Do you have to submit a project design for the approval of the employer.

(b) How long does the employer have to approve or disapprove?

(c) If disapproved, will you do further designs?

13. SITE

(a) Is a particular site or venue required?

(b) If so, who will choose and prepare it?

(c) Are any permissions required?

(d) If so, who will obtain them?

14. MATERIALS

(a) What will be needed?

(b) Who will buy them?

(c) Where, when and how?

15. ASSISTANCE

(a) Will you do the job alone?

(b) If not, who will help?

(c) Who will choose the helpers?

(d) Who will be responsible for the helpers?

16. COMPLETION

Who will decide the work is "complete"?

17. COPYRIGHT

- (a) Who will own copyright?
- (b) Why?

18. DOCUMENTATION AND ARCHIVE

- (a) Do the parties want records kept of the work in all its stages?
- (b) Who will do it?
- (c) Who will pay for it?
- (d) Will an archive be kept?
- (e) Should there be guidelines as to the permitted uses of the archive?

19. MAINTENANCE

Who is responsible for maintaining the work?

20. AUTHORSHIP AND ATTRIBUTION

- (a) To whom will attribution be made?
- (b) What will be the form of that attribution?

21. TERMINATION

How can the parties get out of the deal?

22. HOLD UPS

- (a) What will happen if there are hold ups?
- (b) Can the term of the contract be extended?

23. DISPUTES

What will happen if the parties cannot agree?

24. RECORD OF AGREEMENT

What record of this agreement will be made?