



## Cast Deputy

The Cast Deputy is selected for the duration of a single production and serves as a reporting channel for an individual participant or an acting company when confidentiality is required or requested, and may also serve (alongside the Stage Manager and/or Director) as a first contact (Level One) when a concern cannot be resolved by an individual on their own.

### Responsibilities of the Cast Deputy:

- Familiarize themselves with the Concern Resolution Path and Report Form
- Agree to being consulted by participant voicing concern outside of rehearsal/performance/space
- Provide contact information to the full cast
- Serve as liaison between the cast, crew, stage manager, and organization for issues brought to your attention by participants or by yourself
- Protect anonymity when possible if requested
- Report concerns, both your own or those reported to you, using the Concern Resolution

Path as quickly as possible. The Deputy's job is not to solve or attempt to solve issues.

- Commit with integrity, empathy, and prioritize the safety and well-being of participants, discourage efforts (intentional or otherwise) to use this reporting system to divide or create an atmosphere of "heroes and villains"
- Do not override the traditional roles of Stage Manager and team, Director, or other members of the organization
- If the Stage Manager is unable, unwilling, or is an individual of concern, the Cast Deputy is empowered to initiate contact with those further along the Concern Resolution Path
- Non-Equity Deputy understands their role is not to solve problems or act in a judiciary role, but serve as a confidential reporting channel and liaison
- Non-Equity Deputy never creates divisions or marginalizes participants
- Non-Equity Deputy understands their role is one of service, and not a position to be used for power or status

## HOW TO SELECT THE NON-EQUITY DEPUTY

- After learning what the role is, the company should conduct a session where production staff (stage management team stays as part of show crew) leave the room in order for the voting to take place
- Interested parties volunteer their service to the cast/crew and a secret ballot vote is taken if more than one interested party
- Cast/crew write their votes on folded paper and the Stage Manager and assistant as witness collects, tallies, and announces the selection
- Voters should base their decisions on whom they may see fit as a trusted liaison
- If a getting acquainted period feels necessary if most of the team does not really know each other, this selection can be chosen at the end of the first week of rehearsal
- If the cast wishes to change their selected Deputy anytime within the process if there is just cause, another session amongst the cast and crew may take place to discuss and if warranted, replace the Deputy