



MILK CRATE THEATRE CREATIVE SPACE GUIDELINES

These guidelines apply to everyone working in our space.
We are all responsible for our own conduct.

RESPECT

At all times we respect each other's:

• Personal space	• Financial background
• Disability	• Educational background
• Personal stories, information and privacy	• Ethnicity, culture and heritage
• Creative contributions	• Bodies
• Right to speak	• Gender and sexuality
• Age	• Housing situation or background
• Mental health situation	• Personal or religious belief systems
• Physical appearance	• Time outside of MCT

We will not tolerate:

• Bullying, insults or judgement	• Abusive or aggressive behaviour
• Yelling or voice raising intended to intimidate	• Covert/underhanded negative commentary
• Physical intimidation	• Undermining gossip and rumour-spreading
• Physical violence	• Touching without consent
• Sexually inappropriate behaviour, commentary or touch	• Being under the influence of recreational drugs or alcohol in workshops, rehearsals or presentations
• Possession or use of weaponry, or any other dangerous items that can be used to harm	

COMMUNICATION

We're into:

<ul style="list-style-type: none">• Listening to each other	<ul style="list-style-type: none">• Supporting everyone to speak and contribute
<ul style="list-style-type: none">• Offering feedback respectfully and contributing to solutions	<ul style="list-style-type: none">• Letting staff and facilitators know if you are not feeling good and need support or a break

If you feel unhappy, angry or frustrated about something it can help to:



STOP

Pause, and take some space if you need



BREATHE

A few deep breaths can help relax the body



LISTEN

Check in with yourself and ask, how am I feeling? Why am I feeling this way?



RESPOND

Talk it over with someone – a Facilitating Artist, Support Artist, Staff Member, or the Social Worker who can help with next steps in addressing the issue

SELF CARE

<ul style="list-style-type: none">• Make sure you get enough sleep before an MCT day	<ul style="list-style-type: none">• Be conscious of drug and alcohol intake the day and evening before MCT events, which may influence your behaviour
<ul style="list-style-type: none">• Be on time	<ul style="list-style-type: none">• Be aware of how much you have going on in your life, and if working with us is manageable for you right now
<ul style="list-style-type: none">• Pay attention to personal hygiene – showering, brushing your teeth, wearing deodorant etc.	<ul style="list-style-type: none">• Make sure you have access to support like a therapist, psychologist or counsellor should you need it. Let us know if you need assistance with finding or accessing support!



BOUNDARIES

Personal Space and Needs

- We encourage stepping out of comfort zones, but if an activity doesn't feel right, you don't have to do it
- Respect everyone's personal space, and decisions around participation

Time

- MCT staff will only answer emails, calls and messages within office hours. This includes social media platforms. We encourage all Facilitating and Collaborative Artists to have boundaries around their time to ensure space for rest and other commitments

Photos and personal stories

- Only facilitators are allowed to take photos in workshops – with the permission of those involved. These photos must only be shared by Milk Crate Theatre, and are not for the facilitator's own use
- Please be respectful of Milk Crate Theatre and our community on social media. Don't share anything about other people's personal stories and situations shared at MCT, even if you aren't mentioning names

Between Facilitator and Collaborative Artist

In order to maintain safety, stability and equity in workshop environments, this relationship must be a PROFESSIONAL one.

The Facilitator:

- Leads artistic processes, incorporating skills development in performance making
- Is responsible for Duty of Care
- Must notify MCT staff about disclosures or indications that someone may be of harm to themselves or others
- Provides Mental Health First Aid only, and then refers people to the Social Worker or emergency services if extra support is required
- Makes sure everyone in the space is seen, heard, valued, and allowed to contribute
- Uses their artistic experience, knowledge, and expertise to shape material into a format for presentation
- Is transparent about these processes with the Collaborative Artists, always sharing the "why"

We do not allow Facilitating Artists to engage in ways that could blur boundaries with Collaborative Artists, such as:

- Providing private workshop or tutoring sessions
- Private conversations on messaging or social media platforms that go beyond friendly banter
- Sharing details about their private or personal issues
- Organising social events for Collaborative Artists outside of MCT
- Giving individuals a lift home, giving or lending money, or buying items for individuals

FUN!

We have a positive focus

- We encourage stepping out of comfort zones, but if an activity doesn't feel right, you don't have to do it
- Supporting everyone to speak and contribute

We are strengths-based

- We see the best in ourselves and each other
- We focus on our skills and ideas
- We encourage meeting difficult challenges

