

To maintain Forge Light Theatreworks' mission of providing a **safe, equitable and accessible** artistic home, we offer the **services** of an **Accessibility Coordinator** to **ensure** all **access needs** are met throughout the entirety of the production process. The **Accessibility Coordinator** may pair with the **FLT Artist Experience Liaison (AEL)** to **problem solve** and **ensure** all participant **needs** are being met throughout the production process.

Accessibility Coordinator

- ✘ During the early production process, the Accessibility Coordinator will meet along with the production team to discuss the role of the Accessibility Coordinator and Artist Experience Liaison and the expectations Forge Light has for production equity.
- ✘ The Accessibility Coordinator will reach out to any individuals who have self-identified as being interested in access-need related support.
 - An **access need** is anything a person needs to communicate, learn, and take part in any activity. Many people have access needs.
- ✘ The Accessibility Coordinator will reach out to folks pre-audition to begin a relationship and to begin the discussion on how Forge Light can best meet their needs.
- ✘ The Accessibility Coordinator will be available as a resource throughout the entire production process (including auditions and callbacks) for participants to come forward and discuss their needs.
- ✘ In addition, the Accessibility Coordinator would take on an advocacy role when participants may not have the ability or skills to advocate for their own needs.
- ✘ The Accessibility Coordinator will create an access needs plan for each individual participant (as needed), informed by conversations and collaboration with each individual with a need and the production team.
- ✘ The Accessibility Coordinator considers your access-related information confidential and will only share information with the production team.