

The Artist Experience Liaison (AEL) exists to be a safe and objective resource for any artist involved in an FLT production. You are here to be a check on production leadership and to make sure our artists are loving their entire experience with FLT. The following "blueprint" will lead you through the process of being an AEL.

Artist Experience Liaison

- ✘ AEL's prime directive is to ensure a positive and safe experience for FLT artists. Safe = Safe physical space, safe emotional space, safe artistic space.
- ✘ AEL will uphold the "STRENGTHEN DIVERSITY" part of FLT's mission and ensure accessibility, equity and that anti-racist practices are present in all aspects of the production.
- ✘ AEL's will be a part of An FLT Committee or the Lucent Performing Arts Board but will not be involved in the production they are serving.
- ✘ AEL's will rotate by production.
- ✘ AEL's are an added resource for artists who may not feel comfortable going to production leadership for any issue.
- ✘ AEL's will maintain an open-door policy so that artists may reach out at any time during the production.
- ✘ Though AEL's exist as the first step to Forge Light Theatreworks' resolution process (as listed in all artist policies), Artists have the option to have their issue remain confidential.
- ✘ The AEL will follow the resolution process, as listed in the FLT policies, should an issue or concern arise.
- ✘ The FLT Artistic Director will refrain from holding an AEL position if they are actively directing productions for FLT. Extenuating circumstances may apply.
- ✘ The AEL is not a hub for minor personal grievances about the process or interpersonal relationship issues.
 - Examples
 - **NOT AN AEL ISSUE:** Issues with a Production Director's directing style. Personality conflict with fellow cast member. Don't like your costume.
 - **AEL ISSUE:** Your Production Directors direction style is causing discomfort or making you feel unsafe. A fellow cast member is bullying and/or harassing you and production leadership has failed to act on a complaint. Your costume makes you feel uncomfortable or is appropriative.

Artist Experience Liaison Outreach Timeline

- ✂ Appearance at First Rehearsal.
 - Go over role.
 - Provide contact information.
 - Talk about outreach timeline.

- ✂ Mid Rehearsal Outreach
 - AEL direct phone calls to each artist.
 - Will ask four focused question about their experience.
 - If there is an issue, they may choose resolution process or remain confidential.
 - Ask everyone to respond even if no issues/positive feedback.

- ✂ Tech Week Visit(s)
 - AEL will visit first day of tech after dressing room/etiquette and stage tours.
 - AEL may make other visits during at their convenience either announced or unannounced.
 - Artists may go to AEL at any time during the remainder of the run with any valid concerns.

- ✂ Postproduction Survey
 - AEL's will send out a survey to all artists for feedback about the AEL position and their final thoughts on forking for FLT.

Artist Experience Liaison Check-In Questions

- ✘ Do you feel safe at Forge Light Theatreworks?
 - (physical, mental, and emotional safety)

- ✘ Do you feel production leadership is accessible and approachable?

- ✘ Have you had an issue or concern that was brought to your production leadership team?

- ✘ If so, was it handled in a respectful and timely manner?

- ✘ Any other issues, concerns or feedback at this time?