



**RADIANCE ACADEMY  
TOOWOOMBA**  
**Where dancers shine!**

High Street Shopping Centre  
Phone Sally on 0437 012 653  
radianceacademytoowoomba.com  
office@radianceacademytoowoomba.com

PO Box 8149  
Toowoomba South Qld 4350

05/01/2021

## **Staff Policy and Procedures Document 16      End-of-Year Concert Policy**

The Radiance Academy Toowoomba staff work together to produce a cohesive concert production each year. Staff are responsible for the following:

- Choosing their music in-line with their directed theme with no adult themes, swear words etc.
- Choregraphing their pieces in-line with their directed theme.
- Choregraphing age appropriate movements with no rude or suggestive dance movements.
- Ensuring that ALL pieces are finished a minimum of 4 weeks out from concert.
- Ensuring that ALL pieces are polished a minimum of 2 weeks out from concert.
- Ensuring that ALL pieces are taught to student teachers/assistant teachers in full 4 weeks out from concert so that student teachers/assistant teachers can run the program without assistance from the teachers.
- Help promote costume choices to students and parents —even if you don't like them:-)
- Facilitate the timely trial, ordering, naming and distribution of costumes.
- Helping manage student and parental behavior as required.
- Promoting, sourcing and encouraging parent support for concert readiness. Handing over all of your information to parent support so that they, along with student teachers are able to run the items for you and in your stead. NO items should come to a stand still or not be able to perform without you. It is important that you do yourself out of a job.

Teachers are not required to:

- Attend each and every rehearsal. Your presence is ALWAYS welcome but never taken for granted. Unless we roster you on as a paid staff member (by appointment of management ONLY), we will have no claims to your time.
- Attend each and every concert performance. Your presence is ALWAYS welcome but never taken for granted. Unless we roster you on as a paid staff member (by appointment of management ONLY), we will have no claims to your time.
- Negatively discuss costume choices, themes, dances, concert times, rehearsals with parents or students.

### Rehearsal and Concert Roster:

It takes a massive army of volunteers to run the concerts. Like all school productions, musicals, shows and festivals involving children, volunteer parents are essential. We have dozens of parents who volunteer 30- 40 hours in preparation for concert. These parents are invaluable and we would not be able to run concert with out volunteers. We obviously do not offer to pay these volunteers as this would be a bigger cost than the income that the show would produce.

As the studio is getting bigger and harder to manage with only volunteer parent support we will require some paid staff members to work on rehearsal and concert days. The studio management will contact you regarding this and will most likely contact staff who are not performing and don't have children performing to be on duty, as there will be no conflict of interest on the day.

Only on duty staff members will be required to:

- Man the fort in whatever capacity assigned.
- Not sit and watch rehearsals in a passive capacity.
- Handle parent and student behavioral issues as necessary.

If you are not rostered on you can chose whether you would like to volunteer to:

- Attend, watch or help with rehearsals
- Attend, watch or help with concert

**ALL STAFF ARE MANDATED TO ALERT MANAGEMENT OF ANY INCIDENTS, HAZARDS, PARENT COMPLAINTS AND THE LIKE IMMEDIATELY.**