

Dear artists,

Hope you are keeping well and staying safe during these unprecedented times.

We deeply regret to inform you that the Taipei Performing Arts Center has made the difficult decision to cancel the international programmes of this year's Taipei Children's Art Festival.

Since this March, we have continuously discussed and developed the alternative ways in response to the spread of COVID-19. However, the situation is evolving rapidly and the measures announced by governments are getting stricter, such as social distancing and travel restrictions imposed by countries around world, it's no longer viable to have you to join this year's Taipei Children's Arts Festival as scheduled.

It is with sadness that we have to make this decision, but the safety and well-being of our artists and audience is always our first priority. We really appreciate your support for our Festival, and hope that we could see you in the near future in Taipei.

We thank you for your understanding in these uncertain times.

Stay healthy and best regards,



Austin Wang,  
Director, Taipei Performing Arts Center

**Polyglot Theatre**  
**A.B.N 86 099 894 147**  
**(“Polyglot”)**

**STANDARD CONTRACT**

This agreement is made on 27/11/19

BETWEEN

**POLYGLOT THEATRE LTD** (“the Producer”)  
SH1.05, Level 1, Sacred Heart Building  
Abbotsford Convent, Abbotsford VIC 3067

AND

**WENDY GILCHRIST HOLMBERG** (“the Tour Production Manager”)  
74 Reynard St,  
Coburg, VIC 3058

1 The Producer hereby engages the services of the Tour Production Manager to manage the production of ***Cerita Anak (Child’s Story)*** by Polyglot Theatre and Papermoon Puppet Theatre (“the Project”) on the dates listed at Clause 2 below (“the Performance dates”). To be performed at the Lincoln Centre, New York.

**2 PERFORMANCE DATES**

30 April – 13 May 2020; times and dates as scheduled and mutually agreed.

**3.1 TOUR PRODUCTION MANAGER’S RESPONSIBILITIES**

The Tour Production Manager will use their best judgement and shall render diligent services in accordance with the Position Description attached as Part 2.

**3.2** The Tour Production Manager shall attend all scheduled project activities unless otherwise mutually agreed.

**3.3** The Tour Production Manager will be required to consult with the Producer regarding any other work already committed to, or under consideration, during the Project dates.

**4.1 THE PRODUCER’S RESPONSIBILITIES**

The Producer is responsible for the payment of wages, invoices, allowances, flights and for all other administration relating to the Project.

**5.1 REMUNERATION**

It is agreed that the Producer shall pay the Tour Production Manager a fee of \$2,418 AUD plus superannuation.

Living away from home allowance of \$744.08 AUD

- 5.6 All fees will be paid on the Wednesday of the week that they fall due.
- 5.7 Statutory Superannuation will be paid to the Tour Production Manager's Superannuation fund.
- 5.8 Regardless of the method of payment, the Tour Production Manager will not accrue annual leave, sick leave or any other entitlements of permanent employment.

**6.1 TRAVEL ALLOWANCES**

The Producer will pay for appropriate travel, accommodation and per diems at the application LPA rate for all nights spent out of Melbourne.

**8.1 THE TOUR PRODUCTION MANAGER'S CREDIT**

The Tour Stage Manager will be credited on posters, fliers and paid display advertising whenever space and cost permits.

Billing shall be as follows: Cerita Anak (Child's Story) – Production Manager – Wendy Gilchrist Holmberg

If you are in agreement with the terms as outlined above, please sign both copies of this agreement and return the original to Polyglot Theatre.



\_\_\_\_\_  
Wendy Gilchrist Holmberg  
Tour Production Manager

\_\_\_\_\_  
Julie Wright  
Associate Producer  
Polyglot Theatre

\_\_\_\_\_  
Michael Fikaris

\_\_\_\_\_  
Witness

03/12/2019

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PART 2 – THE ENGAGEMENT**

**Name:** Wendy Gilchrist Holmberg  
**Work:** Cerita Anak (Child’s Story)  
**Production:** Lincoln Centre, New York  
**Role:** Tour Production Manager

**Rehearsal / Tour Schedule (subject to change):**

Date	Activity
Thursday, 30 April 2020	Travel Melbourne to New York
Friday, 1 May 2020	Rest day
Saturday, 2 May 2020	Load in
Sunday, 3 May 2020	Load in
Monday, 4 May 2020	Day off
Tuesday, 5 May 2020	Performance – 11am
Wednesday, 6 May 2020	Performance – 11am
Thursday, 7 May 2020	Performance – 11am & 2pm
Friday, 8 May 2020	Performance – 11am & 2pm
Saturday, 9 May 2020	Performance – 11am & 2pm
Sunday, 10 May 2020	Performance – 11am & 2pm and load out
Monday, 11 May 2020	Travel New York to Melbourne
Tuesday, 12 May 2020	Lost in transit
Wednesday, 13 May 2020	Arrive in Melbourne AM