



## The Unicorn Theatre

### Production Team Social Media Policy

Many times our Stage Management and Production teams find it helpful to use instant messaging apps such as WhatsApp during a production. While it's a great, quick way to communicate, it is important that show related messages do not intrude on your personal time.

Whats App groups, or any other social media or messaging apps, should only be used for communicating during working hours, as outlined on the stage management weekly calls.

Any communication that you **need** to send outside of working hours, or the working hours of your colleagues, should be done on email only. You are not expected to have notifications turned on for your Unicorn email when you are not working. Therefore messages can be sent and then picked up when the receiver starts working again, as opposed to instant messages with immediate notifications.

Please do not use WhatsApp for communications such as call times, rehearsal notes, rotas etc. These should always be done through email so they are trackable and on the Unicorn system.

Please do not use the production WhatsApp groups for social plans. Again this is to help us all separate our working and non-working time. If you would like to have a separate group for social events that is fine, as long as the two are kept strictly apart. No one should have to log on to a work related message group to find out about social plans.

In the event of an emergency, you can contact your line manager (Jennifer Taillefer, Production and Technical Director for stage managers, Rob Johnson, Technical Manager for Technicians) outside of working hours on our mobiles. We have a good system set up at the Unicorn to deal with all kinds of issues, including illness, show cancellations etc. Once you have notified your line manager of an issue we will deal with alerting those who need to know and come back to you with a response.

If we need to reach you during non-working hours for an emergency situation, we will call you.

Please make sure you do not post any photos of the production, set, design elements or team members on social media without consent. If you do connect with Unicorn Theatre on Facebook or other platforms you are welcome to share the posts our marketing department distributes. If you are unsure if a post contravenes this request check with your line manager before posting.

Thanks for your understanding, and please know that these rules are to protect your downtime! Productions can be busy times when we all work very hard, but you are entitled to time away from the show. Thank you for your cooperation with this policy.