

Process for Voicing Concerns

Marriott Theatre is committed to cultivating and preserving a culture of inclusivity for its staff, creative teams, casts, musicians, crew members and audiences, and is committed to achieving a diverse workforce and discrimination-free environment. We welcome the uniqueness that everyone can bring to our organization in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs. We welcome everyone to help us build and maintain an anti-racist and anti-oppression environment, and to help prioritize joy in the production process.

If you have an experience here at Marriott Theatre that does not reflect our core values, if you need support around a conflict you are having with a colleague, or if you'd like help gaining clarity around a challenging situation, please let us know.

We recognize that different situations call for different types of support. We hope that you will always feel safe and comfortable seeking out assistance from our staff and have compiled the following information in order to help you decide who to contact for various matters.

Performers and Crew:

Your Stage Manager should always be your first point of contact. They will either know how to help you or who to refer you to for a solution.

Marriott Staff:

Your immediate supervisor is your first point of contact.

When you contact your Stage Manager or immediate supervisor, they will:

1. Listen
2. Tell you what they heard to ensure that they have it right
3. Ask you if you are interested in developing a plan of action, which might include involving other people who can assist
4. Do what they said they were going to do
5. Let you know that they've done what they said they were going to do

If you are meeting to voice a particularly sensitive concern, you are always welcome to bring someone for support or request the presence of another staff member to be a third party in the meeting.

If you prefer not to contact your Stage Manager or immediate supervisor, you spoke to them but desire further action or if you believe that they do not have the information required to assist, the following people may be contacted:

For Performers and Crew: You may wish to contact your assistant stage manager, your dance, fight, or intimacy captain, your fight or intimacy director, your choreographer, music director, director or artistic associate.

For All Staff (Including Performers and Crew):

Company Manager, David Loranca: David.Loranca@MarriottTheatre.com

For questions regarding hotel reservations, travel arrangements, reimbursements, interactions with other performers or staff, safety and general inquiries

Production Manager, Meg Love: Meg.Love@MarriottTheatre.com

Associate Production Manager, Sara Vazquez: Sara.Vazquez@MarriottTheatre.com

Safety of physical production elements, interactions with designers, contractors, backstage or Marriott staff, warehouse facilities, safety and general inquiries

Artistic Coordinator, Jordan Ratliff: Jordan.Ratliff@marriotttheatre.com

Casting, social media or photo shoots, interactions with artistic staff, safety and general inquiries

Associate Artistic Director, Katie Johannigman: Katie.Johannigman@MarriottTheatre.com

TYA, casting, interactions with other performers or artistic staff, safety and general inquiries

Producing Associate, Liz Lach: Liz.Lach@MarriottTheatre.com

Contracts, interactions with any staff, designers and contractors, safety and general inquiries

Artistic Director, Peter Marston Sullivan: Peter.Sullivan@MarriottTheatre.com

All matters not covered by or resolved by other staff, safety and general inquiries

Producer, Peter Blair: Peter.Blair@MarriottTheatre.com

All matters not covered by or resolved by other staff, safety and general inquiries

If you are not comfortable with any of the above options or if you have used them but desire further action, we have the following anonymous link for submitting feedback:

<https://forms.gle/w65BNzvYe5fcdSdh7>

Please remember that anything sent using this link is received completely anonymously, unless you choose to sign your name. This means that we cannot respond to you directly, ask further questions about the matter or inform you of steps taken to resolve the issue. Because of these drawbacks we encourage you to use this resource as a last resort when you have not had your issue satisfactorily resolved by other avenues or you do not feel safe discussing it with staff.

When we receive information through the anonymous link the following steps are taken:

1. The information is reviewed and forwarded to the appropriate people
2. From the information received, the appropriate staff will formulate what the issue is at hand and what remedial action can be taken
3. The concluded remedial actions will be taken and the matter resolved to the best of the staff's abilities

4. If appropriate, a general announcement of recent action taken will be announced to the entire staff. This will only be done when the issue involves or affects the majority of staff, a specific group or department, and can be done without imposing additional harm or concern for the person who originally sent the anonymous information

For Full Time or Show Staff with Leadership Positions:

What are my responsibilities when someone brings a concern to me?

If someone tells you that they'd like to share a concern with you, you should do the following:

1. Set an appointment with the person to discuss the concern
2. At the meeting you should:
 - a. Listen
 - b. Tell the person raising the concern what you heard to ensure that you have it right
 - c. Ask the person if they are interested in developing a plan of action, which might include involving other staff members
3. After the meeting you should:
 - a. Do what you said you were going to do
 - b. Report back to the person what actions have been taken

How do I get support addressing a concern?

You may find that you do not know the best way to address a concern. Or, a concern may help you recognize a need that you have for additional training, conversation, or support. In these cases, please consult with your immediate supervisor or another member of staff from the list above.