**Offer Letter: Freelance Task Force**

Address

Date

Dear

We are delighted to offer you a place on the theatre and performance Freelance Task Force.

**Background**

On Thursday 21May 2020 a group of performing arts organisations, including producing companies and venues, jointly signed a letter in support of the freelancers who make up a large and vital part of the ecology of the performance sector.

The letter had 3 main aims:

* To listen and respond to the needs of freelancers in the performing arts
* To call for the Self Employment Income Support Scheme to be extended in line with furloughing and until theatres can reopen in earnest
* To establish a Freelance Task Force of self-employed theatre and performance makers.

Each organisation signing up to the letter has committed to paying a freelancer for one day a week throughout June, July and August to join the Freelance Task Force.

**Aims of the Freelance Task Force**

The aim of the Freelance Task Force is to strengthen the influence of the self-employed theatre and performance community. It will create ongoing points of connection between freelancers, organisations, funders and government and amplify the voice of the self-employed in the conversations to come about how we manage the response to and recovery from the Covid-19 crisis in the performing arts sector.

**The Freelance Task Force Member’s Role**

It is up to the Freelance Task Force to establish its own structure as to how it fulfills these aims.

We imagine that the Freelance Task Force will quickly establish its own agenda, set its own mission and organise itself. In sponsoring a freelancer, the signatories hope each member will work together with all other members of the Freelance Task Force to:

* co-ordinate wider conversations with freelancers in their area and/or specialism
* hold and participate in regular Freelance Task Force meetings
* attend meetings and events on behalf of the Freelance Task Force
* lobby on behalf of the wider freelance community
* ensure that information is widely distributed

**Relationship to Sponsor Organisation**

Freelance Task Force members are not expected to represent their Sponsor Organisation or speak on their behalf, nor are they expected to undertake any other duties, on behalf of their Sponsor Organisation.

Freelance Task Force members will operate at arm’s length, responsible to the self-employed community that they are part of.

It is hoped that each Freelance Task Force member will use this opportunity to inform and influence their Sponsor Organisation, and to draw on their Sponsor Organisation’s support and networks should they need to. How this is achieved will vary from relationship to relationship.

It is expected that the Freelance Task Force members will work in line with their Sponsor Organisation’s policies including [insert relevant policy names] (attached).

**Remuneration**

Each Freelance Task Force member will be paid for 13 days work i.e. one day a week throughout June, July and August at a rate that reflects the Sponsor Organisation’s typical daily freelance rate.

For [insert organisation name] this is £[insert amount] per day

Total: £[insert total]

This will vary from organisation to organisation but will always meet or exceed minimum union rates and Living Wage recommendations.

Freelance Task Force members may choose to role share, in dialogue with their Sponsor Organisation.

**Expenses**

It is not expected that further expenses will be incurred.

**Payment Schedule**

Signature: £[1/3 of total]

13th July: £[1/3 of total]

30th August: £[1/3 of total]

**Data Protection**

For the purposes of administration, it is necessary for the Sponsor Organisation to hold and sometimes disclose certain personal data about contractors.

* + 1. Any data the Sponsor Organisation holds about the Freelance Task Force member will only be held for so long as the Freelance Task Force member is engaged by the Sponsor Organisation, unless the Sponsor Organisation is required to hold it for longer in order to comply with the law. The Sponsor Organisation shall take every care to ensure personal data is held securely and in confidence.
    2. The Freelance Task Force member has the right to inspect data that the Sponsor Organisation holds about the Freelance Task Force member and, if necessary, update that data. Normally inspection of files can be done within 10 working days of a request.
    3. If the Freelance Task Force member’s personal information changes at any time, the Freelance Task Force member should inform the Sponsor Organisation as soon as possible to ensure that the information remains accurate.

**Insurance**

[Please insert whether the freelancer requires their own insurance or whether they will be covered by the Sponsor Organisation]

We are delighted to be able to sponsor you to be part of this initiative and look forward to working with you.

Your sincerely