

HOW TO BE A GOOD CULTURE CREW

by Arts for Young Audiences, Norway (Kulturtanken)

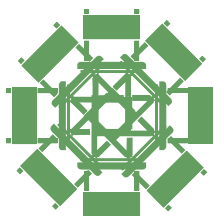
Thank you so much for wanting to be a student organizer! We can promise you many exciting assignments, new experiences and lots of learning.

In this tool sheet, we call those who come to your school performing artists. They may call themselves, for example, musicians, actors, artists, or performers. The performing artists give you and your fellow students performing art experiences in music, theatre, dance, circus and so on.

Your job as a Culture Crew member is very important for the visits to go as well as possible.



Photo: Kulturtanken/Erik Brandsborg



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Preparation

Being well prepared is important when you are going to be an organizer and receive performing artists at your school. If problems arise, it is then easier to find solutions.

Find information

Look for relevant webpages or information material where you can read about the content of the upcoming production, information about the performers and practical things that are important to know about.

Understanding needs

Try to understand what the artists need. Read all about the production carefully. Use a notebook and take notes. Then you'll get a nice checklist you can use before and during the visit.

Tips for important things to note:

- Date of the visit.
- How long the performance lasts and whether there will be several performances on the same day.
- Rigging time.
- Need for carrying assistance.
- Audience numbers.
- Wishes for the space.

Make contact

Contact the artist in advance of their visit if you have any questions or need to inform them of anything. The CultureContact has the main responsibility for contact with artists so make sure that you cooperate with each other and agree on what you need to know and who gets in touch. Many artists contact the CultureContact before they arrive.

Remember:

- Introduce yourself when you make contact. Tell them your name, the name of your school and the performance in question. You should also tell them that you are a part of the Culture Crew.
- If you plan to offer food during the visit, the artists should know about this. Remember to ask if there are any allergies that you need to consider.



Coffee

Most people think it's nice to be met with the offer of something to drink. Coffee is extremely important for many adults, but they may also want something else, like tea, water or juice. Ask an adult for help if you have not made coffee before.

Hosting

To be a host or a member of the Culture Crew is the most important function we have at an event! Being well taken care of is important, so that the artists have a good experience during their visit.

What should you remember?

Here are some tips:

- Learn the name of the artists and use them when you welcome them.
- Meet the artists at the door or parking space at the agreed time. That way, they don't waste valuable time looking for you.
- Tell them who you are and that you are there to help out.
- Remember to give the artists important practical information.

Important practical information for the artists:

- Where the event will take place.
- Where the break room, cloakroom and toilets are.
- How you have planned your audience management.



Photo: Kulturtanken/Erik Brandsborg



Find out the artists' needs

Tips for things to ask the artists before the event:

- How can we as a Culture Crew help you in the best possible way during the day?
- Do you want us to be present during the preparations before the event?
- Do you want coffee or something else to drink?
- Do you want to be introduced before the event, and is there anything in particular you want us to say?
- Is it okay for us to come forward and say a few words to the audience after the event?
- Do you have any comments or suggestions for the audience management?

Give that little bit extra!

Everyone appreciates being well received. It doesn't matter if you do or say something wrong. Be yourself and use common sense if you face problems. A good reception is remembered by the artist, and it will make the day better for everyone.

Audience Management

The audience is important for the event to be good. As a Culture Crew, you must ensure that everyone has a good experience. Audience management can be quite chaotic. It is therefore important to make a good plan.

Preparation

Artists are experts at providing audiences with great experiences. Therefore, it is important to listen to what the artists think about the audience management. Some people think it's nice that the Culture Crew take care of different tasks and things that might happen along the way. Others would rather do most things themselves. What kind of event it is, affects how much help the performers need.

Tips for things you may want to find out:

- How do the performers want the audience to be during the event? Should they be active and participatory, or quiet and listening?
- In what situations during the event do the artists want you to help?
- What do the artists think of the methods you want to use for audience management?
- What do the artists think about students coming forward to speak or ask questions after the event?



Entering

Some productions have performances for a few students in a classroom. Other times, the performance takes place in the gymnasium, the auditorium or in another large room. No matter where it happens, it is important that the artists are able to prepare well. The Culture Crew should be available to help, but it is important that you do not disturb.

Here are some tips:

- Don't let in anyone who has nothing to do with the event before it is ready. It is ready for admission only when the artists give notice of this.
- Create a plan or seat map showing which classes should sit where. Feel free to line up the classes outside. The queue can be organized in the same order as the location they have during the performance.
- It is advisable to let in those who should sit in the front row first, and then fill up the rest of the room the same way, backwards row by row.
- If there are both younger and older students present at the same time, it is advisable to let the young students sit in the front.
- Make sure everyone, including teachers, turn off mobile phones and put them away.

During the event

When the event starts, it is important that the information you have received from the artist is taken into account.

Here are some tips:

- If someone interferes, it is advisable not to make loud hush noises. Then you also interfere. Instead, go quietly and ask the student or the teacher nicely to be quiet.
- Some people forget easily and need to be reminded about being silent several times. It may help to sit down next to the student in question. Sometimes a little pat on the back or a glance is as effective as words.
- If someone is late or needs the toilet, follow them in/out and close the door quietly and carefully.
- Ask a teacher or the Culture Contact for help if something gets too difficult for you.
- If teachers or other adults are doing other things during the performance, you can remind them that it is nice if they pay attention to the performance and are good role models for the students.



After the event

After the event is finished, it is important that you have as good a plan as when you entered. It's only natural that there will be more noise from the audience afterwards. Some students may be restless after sitting still a while and want to rush out to recess, while others feel a need to chat about what they thought of the experience.

Here are some tips:

- Turn on the lights.
- Go ahead and say thank you to the artists. You can nicely encourage the audience to give an extra applause.
- If the artists do not have the opportunity to talk to the audience afterwards, the students should be informed of this.
- If you know that material for afterwork has been made, you can inform the students about that.
- Guide the students to exit class by class. Those on the first row go first, then the second row, and so on. Make sure the door is held open.
- Offer the artists help with rigging down and carrying.



Photo: Marked for Musikk



Words and Phrases

As the Culture Crew you may encounter some words and phrases that are unfamiliar or difficult. Here is a brief explanation of some of the ones used frequently.

- **Production**

The performance the artists have prepared, which is selected to come to your school.

- **Performance**

Just that one show or performance.

The same production can have several performances at your school, such as a performance before lunch and a new performance after lunch. Some performances can last for an hour, others can last a whole day.

- **Performer**

Performers can be the performing artists, presenters and technicians who either come to visit your school, or you visit them.

- **Culture Contact**

An adult at your school who has the main responsibility for all performing art visits during the year.

- **Culture Crew**

That's you! Culture Crews may also be called culture hosts, student hosts or just crew.



Photo: Kulturtanken/Lars Opstad



- **Rigging up**
Carrying in and setting up all equipment before an event.
- **Rigging down**
Taking down all the equipment after an event.
- **Carrying assistance**
Students and teachers who help the performers carry equipment.
- **Electricity outlets**
Sockets.
- **Black-out**
Cover all windows so that no light is allowed into the room.
- **Workshop**
Something you attend along with the artists.
- **Rider**
A list of different needs the performers have. For example, food, drinks and technical equipment.
- **PA facilities**
Large speakers. They often stand next to stages and are aimed at the audience.
- **Audio mixer**
A mixer where the instruments and microphones are plugged in. Wires runs from the mixer to
- the PA-equipment.
- **Feedback**
The nasty sound you get if a microphone gets too close to a speaker.
- **Expressions**
The different forms of performing art you experience during performing art visits.



Recommendations for use

This tool sheet is designed for use with [the Norwegian films HOW TO](#), 1-5. Each film has a duration from 3-6 minutes. It is recommended to watch the films in the correct order and use the corresponding chapter in the tool sheet afterwards.

