

Curator and Producer Agreement and Timeline



Odyssey Storytelling began March 4, 2004 at the Wilde Playhouse in Tucson. Odyssey continues to be a positive force in the community thanks to the volunteers who offer to tell their stories. Diversity, Networking and Community are what Odyssey is about, so the Curator's goal is to recruit storytellers from a variety of backgrounds and lifestyles.

Being a Curator is a challenging, exciting and rewarding experience and it requires meeting deadlines and following proven procedures to assure a successful outcome.

In order to understand the workings of the event, it is mandatory that the Curator has been a storyteller at a previous event. Each Curator will work closely with a Producer. This agreement spells out the responsibilities of the Curator and Producer.

COMMUNICATION between Curator and Producer is ESSENTIAL

Date of this agreement _____

Name of Curator _____

Name of Producer _____

Producer may delegate some of her/his duties to Curator or other volunteers

1. Date of Storytelling Event _____
(three months or more from agreement date)

2. The Odyssey crew determines each year's themes in advance and posts them on the website. The Curator may choose their theme from the list.

Theme _____

3. Curator writes the blurb, or description of the theme designed to stir up people's imagination for telling a story, and chooses an image for Facebook and the website.

Date due _____
(5 weeks or more before event date)

4. Curator gets commitments from 6 people to tell stories – 10 minutes each on the theme. They are told that the stories are not read or memorized and that the stories are personal stories told from the life experiences and creativity of the teller. Tellers are encouraged to attend an event if they haven't before in order to get a feeling of what it's about. The Curator aims for a diverse mix of tellers and *asks for a synopsis of the stories* in order to make sure the show is balanced and the stories fit the theme.

Date due _____
(no later than 5 weeks before event date)

5. Curator and Producer determine rehearsal date and time: _____.
and rehearsal location _____.



This date is usually one week before the event. If a storyteller has to miss the rehearsal, the Curator must arrange a time for a private face-to-face or phone rehearsal with storyteller.

Curator informs storytellers to make sure they save the date on their calendars.

Date due _____
(no later than 5 weeks before event date)

6. Curator gets the following information from each teller and passes it on to the Producer:
 - a. phone number and email address (for data base)
 - b. a one paragraph bio (for the website and program)
 - c. RSVP to rehearsal

Date due _____
(5 weeks before event date)

7. Curator sends out email rehearsal reminders three weeks before event on _____, and one week before the event on _____. Producer or Curator supplies refreshments for the rehearsal and saves receipts for reimbursement. Curator leads the rehearsal with assistance from Producer. After rehearsal Curator and Producer determine order of performance.
8. Producer works with Odyssey volunteers who send out PR, update website, create Facebook event and send announcements to Odyssey mailing list. Curator forwards announcement to her/his mailing list (or can create their own announcement) and invites friends to Facebook event.

Date _____
(3-4 weeks and 1 week before event date)

- 9.) Producer is responsible for making the program, making seating chart if applicable, checking supplies and equipment and lining up volunteers for the show.
- 10.) The Producer and Curator determine how they want to share emceeing responsibilities. The Producer can introduce the Curator, make announcements during intermission and at the end of the show. Curator may tell a 3-minute story. Details are spelled out in Script suggestions.
- 11.) Curator sends thank-you notes or emails to the storytellers and volunteers.

Date due _____
(within 1 week after the event)

The Curator agrees to the timeline and conditions of this agreement by signing below. If deadlines are not met, the Odyssey Executive Producer has the right to terminate this agreement at any time. If the Curator wishes to terminate, s/he must give the Producer a minimum of 45 days from the event date notice.

Curator _____

Producer _____

Date signed _____

Odyssey Storytelling creating connections ~ one story at a time

