# A black background with a black square  Description automatically generated with medium confidence

# Work With Me Document for Artists and Freelancers

**Please feel free to complete any items you feel are relevant to you.**

## **Basics**

|  |  |
| --- | --- |
| Full namePreferred name Pronouns |  |
| Role at b-side e.g. artist, film maker, production assistant |  |
| Dates in employment / contract |  |
| Project in b-side e.g. festival commission  |  |

## **How I do things**

|  |  |
| --- | --- |
| I prefer communicating in these ways |  |
| And by these channels  |  |
| My best working patterns look like  |  |
| My absolute requirements to do great work are |  |
| I am motivated by  |  |

## **How to get the best out of me**

|  |  |
| --- | --- |
| I’ll do my best work when |  |
| The environments in which I thrive have |  |
| You’ll convince me to get on board by |  |
| The ways you can check-in on me are |  |
| The best way to give me feedback is |  |

## **Challenges and Barriers**

|  |  |
| --- | --- |
| Some of my triggers are |  |
| The things which prevent me from doing my best are |  |
| Some signs that I am dealing with stress are |  |
| My access barriers are  |  |
| These are some things going on outside of work which are useful and helpful for you to know |  |

## **How to support me**

|  |  |
| --- | --- |
| When I’m stressed, the best ways to support me are |  |
| My administration access requirements are eg. forms, IT |  |
| My on-site/ event access requirements are  |  |
| My social access requirements are eg. sound, lightning for accommodation or meeting rooms |  |
| I’d like this document to be shared with (e.g. my commission manager) |  |
| This document will be held in a confidential folder by b-side Director, Rocca Holly Nambi, unless otherwise agreed. | Signed DateSigned Date |