



## The GSA Agency

The Gaiety School of Acting, the National Theatre School of Ireland is excited to announce the launch of our new GSA Agency. All students from our Young Gaiety and Youth Theatre courses are eligible to sign up to be part of the Agency. For those students who wish to engage with the industry and take part in theatre, film & television auditions this is the opportunity. Auditioning is a big part of an actor's life and a life long skill is developed through those experiences.

Membership to the agency is FREE OF CHARGE but will incur 20% of total payment of all work secured through us.

Parents are required to fill out a membership form and supply one **10 x 8 black and white** head shot that will be kept on file here at the school, uploaded along with the young actors up to date CV to our new agency webpage when it is completed. In the past, our full time and part time students have used Roger Kenny Photography, [www.rogerkenny.ie](http://www.rogerkenny.ie)

To avoid disappointment please note there is no guarantee of work or interest from external casting directors.

If you have a problem with or a query about any of the below, do not hesitate to contact us at the school – telephone **(01) 679 9277** or e-mail **[agency@gaietyschool.com](mailto:agency@gaietyschool.com)**

### CHECK LIST

Please make sure that you send the following to Karen Lee, The GSA Agency, c/o The Gaiety School of Acting, Essex Street West, Temple Bar, Dublin 8:

- One 8 x 10 black & white headshot
- A signed copy of the Terms & Conditions (Page 3 of this document)
- Completed Membership Form (Page 4 of this document)

## **TERMS AND CONDITIONS OF THE GSA AGENCY**

The following is a term of agreement between the respective student (the Client) and  
The Gaiety School of Acting, Temple Bar, Dublin 8

It is agreed that The Gaiety School of Acting (The Agent) is the respective client's sole agent for a minimum of one year from date of registration with the school.

The Agent will seek to gain employment for the Client in Film, Television, Theatre and Advertising.

The Agent will negotiate and collect all fees and other payments due to the client on their behalf. The agent is authorised to sign all contracts/agreements on the client's behalf.

For this the Agent will take a commission at the rate of 20% of all monies earned.

After the termination of this contract by either party, any jobs/ contracts in hand will remain the responsibility of the Agent. Any fees or residuals arising out of work secured whilst under contract shall continue to be dealt with by the Agent as per this agreement with the relevant commission deducted as normal.

The Agent will invoice the Production Company on the Clients behalf and will make payment to the Client 7 - 10 working days after payment has been received from the Production Company with the Agents commission deducted. To this end a Bank Account should be opened in the name of the Client and the details passed on to the Agency for direct payment of all monies earned.

The Agent will provide an experienced chaperone to look after the client whilst in paid employment in Film, Television, Theatre where required.

The Client's Parent agrees that all monies earned by the Client are theirs and will be saved and credited to the Client alone.

The Client's tax affairs are their personal responsibility. The Client must furnish the Agency with their PPSN when employed in paid work. All earnings on film/television are normally taxed at source, it is up to the Client to organise refunds of overpayments where they occur.

The Agent will send the client for work that the Agent, in consultation with the clients teachers, feels the client is suitable for but cannot guarantee that the Client will get called for audition or will secure a job whilst part of the school and agency.

The Client should furnish the Agency with an accurate e-mail address and check it regularly to enable the distribution of information regarding upcoming auditions and castings.

The Client must consent to keep in contact with the Agency with regards to availability- in particular; the Agency must be notified of any holiday/travel commitments or dates he/she will not be available in advance, and to be on call when a job is pending/in negotiation.

The Client must supply the Agency with a 10X8 Black and White photo headshot and an up to date Curriculum Vitae for use in sourcing work.

If the Client wishes to terminate the contract one months notice must be given to this avail.

When called for an audition the client should confirm with the Agent his/her availability, and attend the audition on time and properly prepared. If there is a situation where you know you will be late or unable to make an appointment it is vital that you ring the Agent immediately so that they can let the casting director/production company know.

When working professionally the client should conduct him/herself in a professional manner, be punctual, polite and well prepared.

The Client should NEVER:-

- give his/her home telephone number or address out to anyone without first checking with the Agent. Always put 'c/o The Gaiety School of Acting @ 01 6799277. If the Client is booked for a job and the production office needs contact information the Agency will supply all details.

- discuss money with casting directors (that's the Agents job) or other Actors.

- make any dramatic change to his/her appearance (shaving head, dying hair getting braces etc.) without informing the Agent - we may have him/her in line for a job that requires a normal look. He/she should never change his/her appearance i.e. hair cut or dye etc immediately after an audition, until we are sure he/she has not got the job.

- Agree to any of the following without first going through the Agency: publicity, media interviews or photo-shoots.

Signed

\_\_\_\_\_  
Representative of  
The GSA Agency

\_\_\_\_\_  
(Parent)

\_\_\_\_\_  
(Client)

## THE GSA AGENCY MEMBERSHIP FORM

Name of Student: \_\_\_\_\_

Gender: FEMALE  MALE

Date of Birth: \_\_\_\_\_

Height: \_\_\_\_\_

Colour of Hair: \_\_\_\_\_

Colour of Eyes: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

Are there any medical issues, allergies etc we should be aware of?

YES  NO

If yes, please detail here:

\_\_\_\_\_

### TRAINING/EXPERIENCE

Training: \_\_\_\_\_

Skills: \_\_\_\_\_

Languages: \_\_\_\_\_

### Previous Roles in:

Theatre: \_\_\_\_\_

Film: \_\_\_\_\_

Television: \_\_\_\_\_

Commercials: \_\_\_\_\_

**For Office Use Only**

DATE RECEIVED:

AGE CATEGORY:

NOTES: