



## Fair Pay Guidelines | FY25 Budget Guiding Principles

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## Fair Pay Guidelines | FY25 Budget Guiding Principles

### Guiding Principles

The **Fair Pay Initiative** was launched in 2016 with significant investment in immediate raises from our industry's widely accepted wage floors, and a promise to continually evaluate our compensation structure for artists and staff to strive towards a living wage so they feel financially secure and free to do their best, most innovative work.

With thanks to [On Our Team's Pay Equity Standards](#):

#### **We affirm that we believe:**

- Pay equity is vital to a thriving, equitable, diverse, accessible, and inclusive art sector.
- Arts organizations and theater companies benefit greatly from enacting and living out equitable pay policies within their organization.
- Pay equity creates an environment where arts workers can create their best work.
- Pay equity creates better working conditions and positively impacts worker safety.
- Pay equity means equitable pay within the entire organization and includes labor support equity.

#### **Transparency**

We:

- are transparent in pay and compensation of all workers, including sharing all pay information with the Board of Trustees and all workers within the organization.
- Post clear rates or ranges of pay on all job listings.
- Have clear and transparent guidelines to pay and compensation for all members of our workforce.
- Are transparent with our Fair Pay Guidelines, including listing it publicly on our website.
- Are transparent with our annual budget and share the annual budget both publicly and with the full staff.

#### **Accountability**

We:

- Center pay equity along with diversity, access, inclusion, other forms of equity, our mission, and other core values within discussions of strategic planning, season planning, budgeting, and hiring.
- Have a holistic view of pay equity that encompasses wages, hours worked, and benefits packages.
- Maintain an hourly-rate (or hourly-rate equivalent) pay range that is no greater than x5 for all workers within the organization.



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### Working Conditions & Pay Practices

We:

- Have no unpaid internships.
- Pay workers on time.
- Pay all workers, including workers who are not W-2 employees, a pay rate that adheres to no less than minimum wage guidelines in our area.
- Schedule work within a 40 hour work week to the greatest extent possible.
- Provide funds up front for any and all supplies needed within the production or supplies budget.

### Methodology:

We use MIT's Living Wage Calculator as our benchmark for living wages, and also refer to the Economic Policy Institutes' Family Budget Calculator as another resource.

**We recognize that the work of the Fair Pay Initiative is both not enough, and never done. We do all we can each year, and are never able to do all that we wish. Our commitment is to consistently prioritize individual compensation, pushing against a non-profit culture that makes more possible with less, on the backs of passionate and dedicated artists and administrators; to interrogate our practices and pay fairer wages every year; and to implement these values equitably and transparently throughout our organization.**



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### Full Time Permanent Staff

Ars Nova uses a transparent **level salary system** to designate a range of compensation based on tiered levels of responsibility and authority. **The intention of the system is to ensure employees can feel confident that their pay is equitable across like-positions in responsibility and authority, and within the context of the organization at large.**

**As of September 1, 2024**, Ars Nova's entry-level salary floor increases to **\$52,000**.

Compensation packages increase from this floor following the transparent level salary system. New-hires typically begin at the bottom range of the level they are entering, and within each level there can be gradients in title and pay (i.e., an employee can receive a promotion and/or raise within any level, and there may be variations in titles and salaries within any level). **While providing ranges and benchmarks, the leveling system leaves room for variations within levels based on longevity of service, experience, performance, etc.**, and is not meant to limit flexibility or mobility.

Ars Nova's Salary Leveling System is structured as follows:

<b>LEVEL</b> <i>(levels do not directly correlate to titles)</i>	<b>FY25 Salary Range,</b> <b>as of 9/1/24</b>	<b>FY24 Total Compensation Range</b> <b>(including benefits)</b>	<b>Notes</b>
<b>Level One</b> <i>(Executive Leadership)</i>	\$120,000—\$150,000	\$130,000—\$170,000	Exempt from overtime
<b>Level Two</b> <i>(Director, Non-Exec Leadership, etc.)</i>	\$82,500—\$119,999	\$92,500—\$129,999	Exempt from overtime
<b>Level Three</b> <i>(Manager, Associate Director, etc.)</i>	\$60,000—\$82,499	\$70,000—\$92,499	Overtime Exempt categorization on a case by case basis as applicable
<b>Level Four</b> <i>(Assistant, Associate, Coordinator, etc)</i>	\$52,000—\$59,999	\$62,5000—\$69,999	Eligible for 1.5x overtime

### **Additional Benefits:**

- Health and Dental Insurance Contributions:
  - *Ars Nova covers 100% of group Dental employee premiums*
  - *Ars Nova covers 100% of group Health Insurance employee premiums for one decent plan within our Network and Employees can choose from four plans from*



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*Aetna, paying any additional premiums on a pre-tax basis. Employees on the group health insurance plans also have \$10,000 of paid life insurance coverage*

- Optional Employee paid Vision insurance plan options and additional life insurance, long-term disability, accident and critical injury insurance;
- 401k Retirement Savings Plan with an Employer Match up to 3.5%;
- Transitchek program for MTA, LIRR, MTN, NJT and approved rideshare commuter benefits;
- Pre-tax Flexible Spending Accounts and Dependent Spending Accounts;
- Employee Assistance Program offering confidential and free counseling, legal support, work-life solutions, financial advice, and more;
- Short Term Disability Insurance;
- Paid Family Leave;
- Workers Compensation Insurance;
- Ongoing Professional Development & Training;
- Complimentary and discounted tickets and drinks at Ars Nova;
- Open/Unlimited Paid Time Off, per the Open Paid Time Off policy;

### Open Paid Time Off

Ars Nova has an open Paid Time Off program for all Full Time Permanent employees. Ars Nova does not limit paid time off, but rather encourages team members to take the time they need for self-care to do the best they can at their job, and maintain a healthy work life integration. We require team members to take at least ten paid days off each calendar year, in addition to observing our full office closures.

The full office is closed multiple times each year including:

- Summer Break (typically 1 week office closure around fiscal year start)
- Summer Fridays (full or half days typically after ANT Fest )
- Winter Break (typically 1.5-2 week office closure around the end of the calendar year)
- Most Federal Holidays

At Ars Nova, we *do not work* during our paid time off. (It should go without saying, but, we all know: it does not.)



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### **Part Time Staff**

Ars Nova's minimum hourly compensation for part-time team members is \$24/hr for tipped positions and \$25/hr for non-tipped positions.

### **Part Time Recurring Staff**

**Roles:** Part Time Recurring members of our team include roles that are hourly or shift-based and regularly recur, including our Finance Coordinator, Bookkeepers, Administrative or Artistic Team Assistants, Custodial Support, and more. Part Time Recurring Team members can belong to different "categories" of employees, including administrative, technical, front of house, facilities, etc. Not all categories participate in all elements of our operations (in example: administrative members may participate in recurring administrative meetings/groups, while technical/FOH may not, etc.)

**Rates:** Hourly rates range from \$25-28/hr. There are shift minimums for on-site work and all training hours are paid.

### **Part Time Temporary/Overhire Staff**

**Roles:** Part Time Overhire members of our team include roles that are needed on a project-by-project basis and include House/Lounge Managers, Ushers, Box Office Managers, Production Assistants, Crew Heads, Carpenters, Electricians, AV Engineers, Drivers, and more. Part Time Temporary/Overhire Team members can belong to different "categories" of employees, including administrative, technical, front of house, facilities, etc. Not all categories participate in all elements of our operations (in example: administrative members may participate in recurring administrative meetings/groups, while technical/FOH may not, etc.)

**Rates:** Hourly rates range from \$24-35/hr, with shift minimums for on-site work. Hourly rate levels are set annually and are consistent by role (per venue, if applicable). Meaning, any person hired in a specific role within the same year (and venue, if applicable) will be paid the same hourly rate.

### **Additional Benefits for all Part Time Staff**

- Paid Safe & Sick Time Off
- Paid Family Leave
- Canceled Shift Pay
- Workers Compensation Insurance
- Ongoing Training
- Employee Assistance Program offering confidential and free counseling, legal support, work-life solutions, financial advice, and more;



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### Artist Salaries & Fees

Ars Nova is committed to paying above union minimum and/or industry standard for not-for-profit theaters of our size, across the board. We pay a \$25/hr equivalent for work that is typically un- (or under) compensated in our industry and/or is not covered by a union minimum.

Many of our artists are multi-hyphenates or label-defying, and we are committed to paying an artist for every hat they wear (i.e., if you are a writer and the music director on the same project, you will be paid for both of those roles).

### Off-Broadway Production Artists

#### We:

- pay writers/creators for their time in workshops/rehearsal/performances, not just for their time writing;
- contribute to child care costs for working parents who are core creators on our World Premiere Productions;
- pay all artists on a "most favored nations"<sup>1</sup> basis, ensuring equity of engagement with us for all artists season-by-season;
- increase total generative artist pay incrementally for each additional creator in a generative team; and
- pay above-union-minimum rates at an approximately \$25/hr equivalent rate.

**Roles:** Fee-based roles include Authors, Lead Creative Team members, and Supporting Creative Team members. Salary-based roles include Performers, Stage Managers, Health & Wellbeing Coordinators and Run Crew.

**Rates:** Authors receive an advance against 6% royalties as well as a rehearsal fee, for a total minimum payment per production of no less than \$6,500. Members of the creative team receive per-project fees ranging from \$1,500-12,000 as well as pension and health contributions to their union funds if applicable. Performers, Stage Managers and Run Crew receive weekly salaries of \$980—\$1,125/week, as well as contributions to their union pension and health funds, if applicable.

Ars Nova is a member of the Off Broadway League and works with members of Actors' Equity Association, United Scenic Artists 829, and Stage Directors and Choreographers Society, utilizing the collectively bargained Off Broadway Agreement, or ANTC Agreement, as applicable.

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<sup>1</sup> Most Favored Nation clauses (MFNs) are agreements in which an employer/producer agrees to treat a particular employee/artist no worse (or better) than all other employee/artists of that type/category. When Ars Nova uses the term, we commit to upholding both the spirit and the letter of the clause, and do not find "workarounds" to undermine its intent.



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### Resident Artists

**Roles:** Resident Artists include Commissioned Artists, Playwrights-in-Residence, Companies-in-Residence, Play Group members, Makers Lab members, Vision Residents, and CAMPers.

**Rates:** Not all Resident Artists are compensated for their participation in their residencies; those that are receive \$7,500-\$15,000, depending on the program, equitably across programs.

### New Work Development

New work development includes Play Group Out Loud Readings; workshops and readings of work created by our Makers Lab artists; additional rehearsal and exploratory activities for artists programming into our Discovery programming; and the many developmental steps undertaken with our commissioned artists to support the creation of new projects being developed towards world premiere productions.

All artists supporting the development of new work are paid no less than a \$25/hour living wage equivalent for their contributions in rehearsal rooms.

### Presenting Fees

In addition to developing and producing new work, Ars Nova regularly presents the work of artists through our Discovery programs, including one night programming, Showgasm, and ANT Fest. In these instances, Ars Nova does not form an employer-employee/contractor relationship. Ars Nova passes 100% of the name-your-price box office ticket sales to the lead artists being presented at Ars Nova, after a \$300 per performance deduction to go towards performance staffing.

### Fundraising Honorariums

Ars Nova relies on contributions of all types of resources to operate, including financial, intellectual and time. A major component of our funding strategy is benefit events, which accounts for a large amount of contributions, both of time and money. These events do not follow all our fair pay guidelines, although we do offer honorariums for members of the team participating in the entertainment component of these events, ranging from \$150–\$3,000. We also commit to paying an honorarium for any artists helping us with a grant application in which they have no direct financial gain, which is typically \$100 but could increase depending on the scope of the work or if the funder provides direct compensation for this work.