



# Vivid Roots Collective

## Company Handbook

August 2025

### Introduction

Hello from the Vivid Roots team. We are delighted that you are joining us, whether you are a freelancer, board member, or a new employee.

This handbook will give you a brief overview of the company, and will describe the expectations that we have of everyone who works with us.



### About Vivid Roots Collective

Vivid Roots Collective is a Highland theatre company working towards a future where the Highlands has a thriving culture of professional theatre-making. We do this by inspiring artists to pursue theatre careers from the Highlands – creating professional opportunities for and supporting the creative development of local and emerging theatre-makers.

In the past, we have operated on a festival model and have produced theatre through a commissioning process. We are now leaving behind our festival ambitions to provide a year-long programme of professional development opportunities, including workshops, talks, and scratch nights. This will be delivered both online and in-person to support engagement across the Highlands. Our producing work will prioritise supporting artists to make the work that is important to them, offering producing support on applications for funding, and the research and development for new plays, as well as hosting Highland theatre-makers at our scratch events.

### Values

At Vivid Roots, our values underpin everything that we do. When you are working with us, we expect you to work to these values too...

**Care.** This is about treating everyone we interact with respectfully and inclusively; taking care over the creative work that we produce and offer; and embedding our EDI policy and support at all stages of our work.

**Learning.** This is about taking opportunities to learn more about ourselves and the organisation at all times; being honest about the way that we work so that we can celebrate best practice and learn from our shortcomings; and creating safe spaces that nurture trust and development.

**Ambition.** This is about being true to our vision as a company; honouring the creative and professional ambition of those we work with; and supporting others in realising their own creative and professional goals.

**Community.** This is about nurturing trust, building strong relationships across all of the work, and opening up networks to support connection and collaboration.

## Our Expectations

We understand that every job has slightly different expectations and cultures, and that this may be your first time working professionally in the creative industry. Whether you are representing the company and attending meetings as a board member, working on a project as a freelancer, or joining our core team as an employee, here are our primary expectations for everyone working with us.

**Work with respect.** Treat everyone around you professionally, be mindful of others' boundaries, needs, and use inclusive language. Have respect for the work that you do and the work and creativity of others. Value the contributions of the team, artists, and audiences you engage with.

**Work in your integrity.** We understand that we all live with slightly different values. We expect you to honour yours and to honour the work you are making and shaping. Be true to how you want to make work, and what is important to you in your creativity.

**Work creatively.** We believe that everyone is creative, use the time and space that you are given to invest in your own creativity and individuality. This is also about collaborating and holding space to work creatively together.

**Work honestly.** If something isn't working for you, if you are struggling in your role, if there is something you don't understand; tell us about it, ask questions, and ask for help. If there is something that you see or experience that does not align with our values, policies, or best

practice, tell someone about it. This might be your line manager, or a board member.

At the heart of our work, we believe that everyone in the company, the board, or on a project, are all working together towards a shared goal. We ask that you also hold this belief and trust that we are on the same team – support one another and invest in your time with us.

You can see all of our [policies](#), learn more about our past [projects](#), and find out about the team and board on our [website](#). You can also follow us on social media; [Instagram](#), [Facebook](#), and [LinkedIn](#).

If you are a salaried team member or board member, all of these policies are absolutely crucial to your work with us. For freelancers, these can be a useful point of reference for how we expect people to conduct themselves, and what you should expect from us during your engagement.

In particular, everyone who is contracted to work with us as a freelancer, employee, or board member, should become familiar with our [Procedure for Performance, Conduct, and Dismissal](#); and our [Wellbeing at Work Policy](#).



## Forms

Please fill out the following online forms:

- [Artist Onboarding](#) – this form will ask you for basic contact information, access and medical requirements, and your creative summary. Please only provide the information that you are comfortable sharing and that is essential to your work on the project. This information will only be seen by relevant team members in the company.
- [Equalities Monitoring 2025](#) – this form is anonymous and helps us understand who we are reaching as an organisation so that we can work to improve access to opportunities in our work and our region.

If you wish to know more about how and why we are collecting this information, please be in touch.

Our [expenses form](#) can be downloaded here.

## Getting In Touch

Your contract will include your primary contact for access requests, support, and grievance.

Our team work part-time on various projects, and work freelance outwith the company, so you may not receive a reply immediately. We will get back to you as quickly as possible.

Laura Walker

**CEO & Producer**

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**Creative Learning Officer**

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## Staying In Touch

We want to build our value of community into every stage of our work. That means that, even once your term of engagement is over, or you have decided to move on from working with us, we still believe that you are part of our community.

When we are wrapping up a project or your employment, we will let you know how we plan to stay in touch in the future – this might be keeping your details for future opportunities, running a 6-month phase-out with feedback after the end of your engagement, or inviting you to join our mailing list.

You can choose to reach out to us any time; we want to hear about the work you have coming up, if you would like support with your projects, or if you need a reference for a new job.

Thank you for joining us, and we look forward to working with you.