

INTERNAL RULES OF ROMA THEATER "NEXHIP MENEKSHE" - NGO "DURMISH ASLANO"

ARTICLE 1 - CONTENT

The regulation of the Roma Theater "Nexhip Menekshe" has been drafted to determine the operation, organization and administration of the theater body within the framework of the NGO "Durmish Aslano". This regulation defines the responsibilities and duties of members of the theater body and management, as well as the process of documentation and administration of the generated income.

ARTICLE 2- PURPOSE

The Roma theater "Nexhip Menekshe" was formed in 1989 with the aim of:

- 1.1. Promotion and Protection of the Romani Language:** The theater aims to help promote and preserve the Romani language through their performances, having it as an essential part of the cultural heritage..
- 2.1. Promotion and Protection of Roma Culture and Identity:** The goal is to define and express Roma identity and culture through theatrical art, presenting it in a respectful and appreciated way by the public.
- 3.1. Mass Education with Specific Messages:** The theater aims to educate and sensitize the audience with special messages that reflect social, historical and cultural issues of the Roma community and society in general.
- 4.1. Proclamation of Artistic Level:** The goal is to ensure a high artistic level in theater performances and productions, presenting pieces that showcase the talent, skills and artistic creativity of the theater body.

ARTICLE 3 – OBJECTIVES

- 3.1. Organization of Regular Performances:** Develop a regular program of theatrical performances to convey and promote Roma culture, identity and necessary messages to the public.
- 3.2. Improvement of Artistic Preparation:** Provide continuous training and preparation for actors and technical team to advance the artistic level of performances.
- 3.3. Dissemination and Promotion of the Romani Language:** To create a special program to promote the Romani language through theater activities and performances.
- 3.4. Creating Dialogue with the Audience:** Organize discussion sessions, post-performance meetings and other activities to encourage dialogue and deeper understanding of the messages of theatrical performances.

3.5. Participation in Cultural and Artistic Events: To actively participate in events, festivals and other cultural activities to effectively spread Roma culture and art.

3.6. Improving Cooperation and Networking: Develop partnerships with other cultural and artistic organizations to strengthen the network and increase the influence of the "Nexhip Menekshe" Roma Theater.

ARTICLE 4 – ORGANIZATION

4.1. Appointment of the Artistic Director: The director of the Roma Theater "Nexhip Menekshe" will be appointed by the General Director of the NGO "Durmish Aslano" through a structured process of selection and evaluation.

4.2. Theater Structure - The Theater Director, as the main leader, can appoint an organizational structure of his Theater according to his artistic needs and vision.

4.3. DISPLAY SELECTION

1. Performance Selection Procedure: The steps and criteria necessary to select the performance to be performed during the next year are defined.

2. Guidelines and Requests for Proposals: Guidelines for theater members to submit proposals for potential performances for the upcoming season are specified. The first rule is to offer at least 3 texts, otherwise the only text offered will be chosen.

3. Voting and Play Selection Process: A transparent and objective process is established to evaluate and select the preferred play from proposals submitted by members of the theater body.

4. Role of the Selection Committee: The creation and function of a selection committee that will evaluate the proposals and make recommendations for the selected show for the next season is defined.

The role of the Theater Director: Advantages and first recommendations for the selection of the performance by being the first person for recommendation with deep experience in the field of theater art.

4.4. SELECTION OF THE DIRECTOR:

Director Selection Procedure: The process for selecting the director for the upcoming performance of the "Nexhip Menekshe" Theater is specified.

Criteria for the Selection of the Director: The professional criteria for the selection of the director are defined, including experience, talent and passion for theatrical art.

Submission and Evaluation of Proposals: The requirement for the submission of proposals by three qualified persons and the objective process for their evaluation are defined.

The role of the Theater Director: Advantages and first recommendations for the choice of the director, being the first person for recommendation with deep experience in the field of theatrical art.

4.5. Responsibilities of the Technical Team - Description of the functions and responsibilities of the technical team, including technical preparation of performances, management of scenography, lights, sounds

4.6. Theatrical Troupe Collaboration - The role and importance of collaboration between theater troupe members in the creation and presentation of performances.

4.7. Organization of the Executive Board - Description of the structure and operation of the executive board, including decision-making processes and its importance for the overall management of the Theater

4.8. Communication and Coordination of Work- The importance of effective communication between the members of the theater body and the management to coordinate the activity and the various activities of the organization.

ARTICLE 5 – DOCUMENTATION AND ADMINISTRATION OF INCOME

Funds and Income - Identifying and documenting all sources of income for the Theatre, including contributions from performances, tickets, sponsorships, and various grants.

Costs and Payments - Recording the costs of producing performances, including payments to directors, set designers, actors, technical crew, and props.

Contracts and Agreements - Preparation and maintenance of contracts with directors, stage designers, actors and all personnel involved in the production of performances.

Payment Administration and Financial Reporting - Procedures for making payments to actors, directors, and technical personnel in accordance with contracts and budgets. Preparation of financial reports to document income and expenses for each performance.

The Needs and Requirements of the Creative Team - Identifying and monitoring the needs of directors, stage designers, actors and technical personnel for stage objects, costumes, technology, etc. Providing resources to meet these needs in accordance with the budget and performance planning.

ARTICLE 6- RESPECTING THE REGULATIONS

6.1. Content and Implementation of the Regulations - Understanding and acceptance of the responsibilities defined in the regulations by all members of the theater body.

2. Observance of Time and Schedule - Adhere to the official work schedule and respect the time set for preparation, rehearsals, and performances.

3. Respect for Hierarchy and Communication - Accepting and respecting the hierarchical structure of the organization and open and respectful communication between members of the theater body and management.

4. Respecting the Culture and Values of the Theater - Defining and respecting the culture of the organization, artistic values and the understanding of the mission and goals of the Theater.

Implementation of Sanctions in Case of Non-compliance - Determination and implementation of sanctions defined in the regulations in case of non-compliance with certain rules.

PROMOTION AND BRANDING

7.1. Marketing and Communications Strategy: The theater prepares with a specific strategy for each performance, including the use of social media, personalized advertising and other platforms to communicate the values and identity of the show.

7.2. Graphic Design and Visual Identity: Compiling a customized visual and graphic identity for each show to create a distinct and familiar feel to the audience.

7.3. Pre-Show Sessions and Audience Engagement: Organizing pre-show sessions to convey the spirit and process of creating the show, as well as encouraging dialogue and the importance of audience feedback.

7.4. Local Media and Community Promotion: Continuous interaction with local media and community to ensure presence and support through interviews, news and various events.

7.5. Enabling Audience Feedback and Feedback Analysis: Providing mechanisms to receive and analyze audience feedback to improve the quality and content of future shows.

7.6. Participation in Cultural Events and Cooperation: Active representation in cultural events and cooperation with other organizations to spread the values and talent of the Theater to a wider audience.

On October 21, 2023, at the Assembly of the "Durmish Aslano" Organization, this regulation was approved, including changes and new arrangements for the operation of the organization.