

Request for Proposal (RFP)

Development of Additional Chapters for Safe Stages

Issued by: Canadian Institute for Theatre Technology – Alberta (CITT Alberta)

Submission Deadline: July 15, 2025

1. Introduction

CITT Alberta seeks qualified authors and subject matter experts to contribute to the expansion of the Safe Stages document, a resource focused on health and safety in live theatre environments. This expansion aims to introduce new chapters addressing mental health, psychological hazards, emotional hazards, quality of life improvements, and social hazards specifically affecting live entertainment technicians and theatre professionals.

2. Scope of Work

We are seeking proposals from individuals or teams with expertise in workplace mental health, psychosocial safety, and the unique challenges of the live entertainment industry. The selected author(s) will be responsible for:

- Writing **one to three new chapters** on topics related to mental health and well-being in live theatre work environments. Similar in length and depth to existing [Safe Stages](#) chapters.
- Final format will be similar to a **Wiki style** information site with short articles and sections that interlink to relevant sections within the overall site.
- Conducting a **review of existing chapters** to integrate relevant mental health and quality of life considerations.
- Consulting with **the general health and safety advisor** to align new content with overall safety protocols.
- Providing **basic editing and proofing** of written materials to ensure clarity, accuracy, and professional presentation.
- Citing relevant **references and sources** for the new material.

3. Key Topics to Address

The additional chapters should focus on, but are not limited to:

- Identifying **psychological hazards** in live entertainment workplaces (e.g., stress, burnout, toxic environments).

- Addressing **mental health challenges** for theatre technicians and production staff.
- Strategies for **emotional well-being and quality of life improvements** in high-pressure performance environments.
- Recognizing and mitigating **social hazards**, including harassment, discrimination, and workplace culture concerns.
- Best practices for fostering a **mentally healthy and inclusive workplace** in live entertainment. How to create a code of conduct as an example.
- **Fatigue Management** strategies for both the gig worker and the organization
- Options for **General Illness Mitigation** when the “show must go on”
- Providing some context for **Liability** of the above topics for both workers and employers.

4. Qualifications & Experience

Ideal candidates will have:

- Expertise in **mental health and psychological safety** in workplace settings.
- A **strong understanding of the live theatre industry**, including production environments and working conditions.
- Experience in **technical writing, research, and editing** within health and safety contexts.
- Familiarity with **Occupational Health & Safety (OH&S) regulations** and best practices in performing arts settings.

5. Deliverables & Timeline

- **Draft chapters due:** Three months from award of project (Dec 2025)
- **Feedback and revision process:** 4 months after draft chapters due (Jan 2026-April 2026)
- **Final chapters completed:** Three months from completion of Feedback (April 2026-July 2026)
- All timelines **subject to change** and mutually agreeable deadlines

6. Submission Requirements

Interested applicants should submit a proposal including:

- A **cover letter** outlining relevant experience and approach to the project.
- A **resume or CV** highlighting qualifications related to mental health, workplace safety, and/or live theatre.
- A **writing sample** (preferably related to workplace safety, mental health, or live theatre).
- A **proposed work plan and budget estimate** for completing the chapters and related tasks.

7. Compensation

- Compensation will be provided at a flat rate with payments at milestone achievements. (Signing, Draft Completion, Final Completion)
- Additional compensation may be available for additional editing and review work.

8. Submission Instructions

This RFP may be updated or cancelled at any time. It is suggested that interested parties indicate their interest in submitting a proposal to the contacts below to be appraised of any future changes. CITT Alberta is under no obligation to select a proponent based on this RFP.

Please submit your proposal via email to Eugene Carnegie at citt@safestages.com by **July 15, 2025**.

For any inquiries or further details, contact Eugene Carnegie at 780-791-4953 or citt@safestages.com

We appreciate your interest and look forward to your proposals!