

Glossary of Terms

PROGRAM AND ACTIVITIES SUMMARY

1.1 Number of Performances/ Events

Self-entrepreneuried	Season or series of productions from which your organisation receives part of or total box office takings and bears the associated risks. Count each performance as a separate activity.
Contract-fee	Where your organisation receives a fee to produce / present and receives no box office takings.
Co-production (presentation)	Two or more companies investing in the creation and/or presentation of a production where at least one of the companies has an investment in both the creation and presentation.
Outside Hires	Relates to performing arts centres/venues and covers the number of commercial hires of these venues (as opposed to self-entrepreneuried shows).

1.2 Number of Productions / Works / Creative Developments

The creation of a work and its presentation are counted as separate activities.

No of live productions, recordings or broadcasts presented within a single continuous timeframe, regardless of the number of performances and locations, or the number of shorter works contained within. For example:

- a single concert performance of five short pieces is one work
- a tour of five venues over four weeks, with six performances in each venue, is one work
- a subsequent further tour six months later is a second work
- a recording is a single work, regardless of the number of tracks
- a broadcast is a single work, regardless of how many times it is repeated

Creative Developments	Refers to discrete creative processes, which may include presentation of the work in progress, but does not include creative work directly related to the public presentation or performance of the completed work.
Australian New Works Created/ Presented	Creation and presentation of brand new Australian work, or of radically new or different interpretations of existing work to the extent that it can clearly be identified from the presentation of Extant Australian work.
Extant Australian Work	Presentation of already existing Australian work or remounts.
Non-Australian Work	Production of already existing overseas work (even if it is an Australian premiere of an overseas work).

1.3 Number of Exhibitions

No of exhibitions, regardless of how many works are exhibited. Do not include display of permanent collection/s unless presented / curated as a special exhibition.

Self-curated/ initiated	Where your organisation has developed and conducted an exhibition or series of exhibitions and bears most of the risks.
Exhibition Days	Exhibition days are calculated by totaling the days that each exhibition is open. EG: if an organisation held 3 simultaneously, each day the gallery / museum was open would count as 3 exhibition days.
Other Exhibitions	Any exhibition not curated or initiated by your organisation, and where most of the risk is actually borne by another party, such as where you are paid a fee for specific services relating to an exhibition, or where an exhibition is held in partnership with others.

1.4 Number of publications and sales

The number of books or journal edition published (in print or digital media), regardless of how many shorter works are included within it.

Number of publications/ issues	Includes journals, arts magazines, literary publications, one-off publications like major catalogues and also includes CD's, published scores. In the case of serial publications, each issue to count as a publication. Also includes industry or sector newsletter but <i>excludes annual reports, exhibition or theatre programs and membership newsletter which are not generally available to the public.</i>
Number of sales	Give the number of publications/issues sold.
Circulation	Calculate by using the number distributed and/or downloaded.

1.5 Number of Tours

Inbound	Includes tours that your organisation is 'hosting' or are coming to your venue
Outbound intrastate	Number of tours within your State/Territory
Outbound interstate	Number of tours to other States/Territories
Outbound International	Number of overseas tours.

1.6 Number of other activities

Number of screenings	Includes films and screenings organised by organisation.
Number of seminars, conferences	Includes public lectures, seminars and conferences organised by your organisation.
Number of workshops	Includes programs, courses and workshops for adults, youth and school-aged children. Count each session.
Number of other activities	Such as auspicing, project managing or producing on behalf of other artists/companies, umbrella productions/activities, consultancies

2 ATTENDANCE SUMMARY

Self-entrepreneuried	See above
Contract-fee	See above
Metropolitan	An area with a population density of 100,000 people or greater (excluding Townsville, which is defined as regional) within the State or Territory that your organisation is based in.
Regional	Any area that is not metropolitan within the State or Territory that your organisation is based in.
Interstate	Attendances at events in a State or Territory other than the one your organisation is based in.
International	Attendances at overseas events.
Target Area	Only include information for an area specifically nominated by your State/Territory funding agency (eg. NSW requires additional information about Western Sydney).
Paid attendances	Single tickets sold including subscriptions
Unpaid attendances (ticketed)	Includes complimentary and free tickets at activities where entrance is by ticket or fee.
Unpaid attendances (non-ticketed)	Includes estimates of attendances at activities where entrance is free to all (and tickets are not issued).
Broadcast audience	Estimated audiences for activities broadcast by radio, television or web-casting.

3 PARTICIPATION SUMMARY

3.1 and 3.2 Number of participants

Participants	<p>Participants are people who attend or participate in seminars, conferences, workshops, masterclasses, projects or other activities (where the intention of the activity is the development of skills for participants and/or collaboration between artists and participants in a creative process). Participant figures are split into those who pay a fee to attend and those who do not (eg. particularly in relation to community involvement-type activities).</p> <p>To calculate the number of participants, multiply the number of sessions by the number of participants in each session. If your organisation runs a series of 10 workshops with the same 5 people then there would be 50 participants.</p>
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3.3 Level of service

For service and resource organisations and activities.

Responses to information requests	Includes the number of responses (both written and verbal) to requests made to the organisation for information.
Artists supported/ represented:	Give the number of practising artists supported or represented by the services of your organisation.
Non-artists supported	Give the number of people (other than professional artists) supported by the services of your organisation.

4 MEMBERS AND SUBSCRIBERS SUMMARY

Financial members	Members who pay a fee to join and/or annual renewal fee. Can include “friends” of your organisation.
Non-financial members	Includes corporate, associate members, life and honorary members,
Subscribers	Includes newsletter-only subscribers

5 EMPLOYMENT MEASURES

Number of employees, casuals and volunteers should be based on the number of each of these at 30 June each year.

Non-salaried directors, self-employed persons such as consultants, contractors and persons paid solely by commission without a retainer should not be included in employment numbers.

Employees	Employees are defined as those that receive some form of leave entitlements,
Casuals	Casuals are defined as those who do not receive any form of leave entitlement.
Volunteers	Includes volunteer board/committee members, volunteer fundraisers and auxiliaries, as well as volunteers involved in organisational and other operational activities.