



# Talent Fact Sheet

Hello and welcome to Loxlea Creative Talent Management. I am excited to have you aboard. Loxlea Creative is a unique talent management business focusing on assisting new artists wishing to establish themselves in the Arts Industry. Our range of services include negotiating contracts, helping the artist build their industry resource portfolio i.e. Headshots, Bios, C.Vs, Showreels and most importantly industry connections and contacts. I take a personalised representation approach in the hope that I help you find your feet in the industry and move onto bigger, brighter horizons. I encourage you to reach out to me to assist you with all things that seem daunting and insurmountable, for example applying and preparing for auditions, talking to producers, and improving your self-taping skills. Please let me know how I can help. Welcome Aboard!

## ABOUT DARE

Loxlea Creative Talent Management focuses on representing exciting emerging artists and established artists primarily in the fields of Film, TV, Musical Theatre and Live Theatre. Loxlea Creative's ethos is arts practice through ethical, compassionate methods. I support and nurture the careers of new artists wishing to establish themselves and maintaining the careers of established artists who wish to work with a solicitous agent. Together, we will dream big and boldly, embracing our future with gratitude.

## OUR ROLE IN YOUR CAREER

It is important to understand my role in helping you build your career. Primarily I am here to guide and mentor you as you enter the Arts Industry. I will negotiate contracts for you, offer you advice regarding building your career, guide you with preparation for auditions, assist you with knowing how to communicate appropriately with industry practitioners e.g., producers, directors, and managers. I do not act as a personal manager; therefore, I do not build your career for you. As much effort as you put in, is as much effort I will put into you and your career. So, remember to be active in attracting work and communicating with me regularly.

## TALENT RESOURCE LIST

**Artist/Agent Agreement.** – In your Talent Pack you will find the Loxlea Creative Talent Management Agent Agreement. Before signing this document, please read this fact sheet fully and all other documents included in the pack. If you are happy with its contents, please sign the agreement and return it as a PDF to me. From there I will counter sign it and return a completed copy to you for your records.

**Talent Personal Details Form** - In your Talent Pack you will find a Talent Personal Details Form. Please fill it in and return to me as a Word doc to [loxleacreative@outlook.com](mailto:loxleacreative@outlook.com)

**Talent C.V.** – You will be supplied with a Loxlea Creative C.V. template. Please fill in the information and return it in a Word doc to [loxleacreative@outlook.com](mailto:loxleacreative@outlook.com) for completion. Use the example C.V as a Guide. Once formatted you will receive a PDF copy via email to then print your hard copy C.V. with your headshot on the back.



**Talent Bio** - A short Bio (100 words) and a long Bio if applicable. Please write down any experience you have had, where you have studied, special skills you have, awards you have won and a little about your interest in Musical Theatre, Live Theatre, Films and TV. If you have trouble designing it, please reach out to me for suggestions.

**Headshots** – I will need at least 2 different high resolution (1MG) professional headshots to represent you with. Please email them through to [loxleacreative@outlook.com](mailto:loxleacreative@outlook.com). If you do not have professional headshots, I can help you by suggesting reputable photographers whose work is industry standard.

**Showreel** – If you have a current showreel please upload it to Vimo and send us the link. Also add it to your Showcast Profile. Please ensure that this is of high quality and shows your current work. If you do not have a professional Showreel, we can help you by suggesting reputable film makers whose work is industry standard.

**Casting Platforms** – For me to represent you, you will need to join a casting platform. I work mainly through Showcast. I also work through Casting Networks. These platforms require a yearly fee to host your listing. For example, a basic Showcast listing cost is outlined below. auditions, please email [loxleacreative@outlook.com](mailto:loxleacreative@outlook.com) to discuss what type of listing would be best for you.

Showcast offer three different levels of listings. Below is an example of the Basic Media Showcast listing. Please note this is just a guide. Please check the Showcast website for exact information.

#### **Showcast Listing Example**

- 12 Month Showcast Listing \$130
- Includes an online biography with 6 photographs, skills, attributes, credits, training, awards and accolades.

#### **Basic Media Package Example**

- \$52 (\$1.00/week)
- 1 Public Media (showreel or audioreel)
- 5 Private Media
- 6 Additional Photos
- Hi Dare Artists,

**WeTransfer** – I use **WeTransfer** as the platform to send self-tapes and slates to casting agents. Please go online and create a free basic account with WeTransfer. If you are creating a self-tape at home in response to a casting submission, you will need to transfer the files to the Loxlea Creative email address using a WeTransfer link. I was successful in transferring files from my phone by going on my phone and logging into WeTransfer and then sending them to my email address. If you wouldn't mind practising this process so that when I ask for self-tapes in the future you will be able to supply me with links to the completed products that I can then send to the casting agents. To get started follow link: <https://wetransfer.com/>

**Payment** – To receive any contracted remuneration please fill in the form titled Loxlea Creative Payment Information which is included in the Talent Pack and return it to



[loxleacreative@outlook.com](mailto:loxleacreative@outlook.com). When Loxlea Creative receives your fees from the contractor your payment will be deposited into your chosen account within a fortnight from when we receive it from the contractor. When dealing with large companies' payment can take up to six weeks to process because they work on a monthly system. If you have any concerns about your payment, please email [loxleacreative@outlook.com](mailto:loxleacreative@outlook.com).

**Superannuation** – I will need to provide employers with your Superannuation fund details. If you have ever had a job, you should already have a Super fund set up. The information they will need is below. You can locate this information through your Super fund account. Please fill this information in on the [Loxlea Creative Payment Information](#) sheet.

#### **Superannuation Fund Information:**

- Superannuation Fund
- Member Number
- Fund ABN
- Fund USI
- Biller Code
- BPAY Reference Number

In your Talent Pack you will find a [Superannuation Standard Choice Form](#). Please fill this in and return to [loxleacreative@outlook.com](mailto:loxleacreative@outlook.com).

If you have not worked before your employer can set a Super fund up for you or you can set one up for yourself. As you work in the arts industry, we would suggest Media Super - [www.mediasuper.com.au](http://www.mediasuper.com.au). Head to their website to learn more about them.

**Tax File Declarations** – Your employer will ask for me for your Tax File Number and Tax File Number Declaration form. I have supplied you with a PDF of the form in your Talent Pack. When you are employed by a contractor you will need to fill this form in and decide if you wish to claim the tax-free threshold or not. If you are unsure which box to check, please seek independent advice from your accountant.

**MEAA** – Because you work in the Artist Industry you may wish to consider becoming a member of the Media, Entertainment & Arts Alliance (MEAA). The Media, Entertainment & Arts Alliance (MEAA), also sometimes referred to as the Alliance, is the Australian trade union and professional organisation which covers the media, entertainment, sports and arts industries. Head to their website for more information about MEAA, how they work, and what they can do for you and an outline of their fees.

**Blue Cards** – Because some of the work you are contracted for may include working with children it may be beneficial for you to acquire a Working with Children Check (in Queensland known as a Blue Card). To learn more about WWCC (Blue Card) head to <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>.



**Important Information for you to read** – In your Talent Pack You will find a number of documents for you to read that will help to understand the industry from a legislative perspective. I recommend you read these in detail to understand your rights and the right of Agents and employers.

- Factsheet Guide for Performers
- Agency Agreements Info Sheet

**Things to Remember.**

- ✓ Please inform me immediately if any of your personal details change.
- ✓ Please do not change your look without informing me first. It is very important that your head shot matches your current look.

We hope that your experience being represented by Loxlea Creative is a happy and fruitful one and I look forward to working with you.

## TALENT CHECK LIST

- Complete Talent Personal Details form and return to me.
- Fill in the C.V. template information and return to me.
- Write your short Bio and return to me.
- Forward 2 different high-res professional Headshots to me via email.
- Upload your Showreel to Vimeo and send up the link.
- Create your WeTransfer account and make sure you know how to use it.
- Investigate the casting platforms, Showcast and Casting Networks. Create your listing, then forward that information to me.
- Complete the [Loxlea Creative Payment Information](#) form and return to me.
- If you have a Super fund complete the Superannuation Standard Choice Form and return to me. If you don't have a super fund, consider acquiring one or you can wait for your first employer to set one up for you.
- Save the Tax File Declaration form to your computer for use in the future.
- Consider joining MEAA and obtaining a WWCC (Blue Card).
- Read Factsheet Guide for Performers information sheet and the Agency Agreements Info Sheet.
- Please inform me immediately if any of your personal details change. And please do not change your look without informing us first.
- Sign the Artist/Agent agreement and return to us as a PDF.

Send all documents and photos in the required form to [loxleacreative@outlook.com](mailto:loxleacreative@outlook.com).



I require that each element on the Talent Check List, that is applicable to you, is complete before I can submit you for auditions, add you to my website, and link your listing on my casting platforms, so please complete these as quick as possible.

Welcome to your career adventure!

Laine Loxlea-Danann

**Laine Loxlea-Danann**

**LOXLEA CREATIVE – Talent/Training/Productions**

**Location** | Cleveland, Queensland

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