



# NTN Theatre Awards

POLICY DOCUMENT

National Theatre of Namibia | 2022



## Background

Conceived by the National Theatre of Namibia (NTN) and the Namibia Film Commission (NFC) in 2010, the Namibian Theatre & Film Awards (NTFA) celebrate, recognise and honour theatre and film practitioners, including all those who contributed towards the development of performing arts in Namibia. The Namibian theatre and film industry has grown over the past decade, resulting in milestone achievements with international partnerships and technological and creative expansions.

The official partner and organisers of the biennial theatre awards are the National Theatre of Namibia and Namibia Film Commission. For each year, the institutions take turns in chairing the preparations and development of the awards ceremony. The two institutions finance the operations and logistical preparations of the awards ceremony equally, and further seek sponsorships for their respective categories separately.

### GENERAL CRITERIA

1. As a national theatre awards project, the NTFAs should reflect a national agenda by offering fair opportunities and representation in terms of:
  - Awareness of the awards nationwide, not limited to sectoral circles in urban areas (for awards applications not to be exclusive and limiting)
  - Geographical reach (not limited to Windhoek city only or urban areas).
  - Cross-cultural, artistic and linguistic reach (offering opportunities for various performing artistic, cultural and linguistic forms to be evaluated for the awards)
2. Critical areas of award evaluations are:
  - i. *Literature*
  - ii. *Tech (production design, set and technical elements)*
  - iii. *Stage acting & directing*

- iv. *Dance, movement and choreography*
  - v. *Musicality*
  - vi. *Stagecraft (costume and make-up)*
3. Judging of productions is not automatic and should be applied for through accessible NTN forms.
  4. All award applicants must be +18 years or older.
  5. NTN productions are automatically evaluated for awards.
  6. NTN co-productions should be evaluated for the awards, upon written approval of the co-producer.
  7. Multimedia stage productions are eligible for evaluation.
  8. An annual budget in the production department should be dedicated to the tasks and operations of the theatre judges.
  9. All productions to be judged should be electronically recorded for the following main reasons:
    - i. Availability of a panel of judges
    - ii. Refresh deliberations at the end of each award season for judges; and
    - iii. PR & Marketing purposes
  10. Electronic recordings should contain good light and sound quality for fair viewing, and should be submitted in the following format:
    - i. MP4/MPEG-4
    - ii. At least 720p to 1080p
    - iii. Stereo Audio
  11. The NTN will biennially award at least one lifetime achiever for dedicated work in the performing arts.
  12. The NTN will biennially award at least one corporate institution for its dedicated investment in the performing arts.
  13. Judges will be remunerated in total on a biennial basis, per cycle.

14. The NTN would look at developing, expanding and strengthening the theatre sections of the theatre awards for each cycle/season.
15. The NTN reserves the right to deny a production to be evaluated for the awards, for the following reasons:
  - i. Incomplete application
  - ii. Application form submitted late
  - iii. Criteria for applications not met
  - iv. Lack of concise information and compliance from the applicant

## JUDGING PRE-REQUISITES

The pool of main judges should be a mixed match of professionals with a sound knowledge of the various processes of the performing arts. Ideally, each judge should have expert knowledge of the major processes of the performing arts. However, given Namibia's small performing arts sector, the judges are required to have a sound (general) knowledge of the various processes of the performing arts.

The following are the general pre-requisites of a theatre judge for the awards:

1. The total panel of judges should be an odd number, for the purposes of deliberations and decision-making.
2. The total panel of judges should at all times be no less than five.
3. The pool of judges should have a fair representation of genders.
4. 80% of the pool of judges must be Namibian citizens or permanent residents.
5. Each judge should be a practising professional (not a newcomer or emerging) in their specific area of expertise for at least five years.
6. Each judge should be in possession of a contract for each cycle of the awards.
7. A judge may not be part of the NTN's script and production concept evaluation committee.

8. Judges must submit the NTN-approved evaluation forms no later than one working week after a production, or viewing of an electronic version of a production.
9. It is required that at least three judges be present to evaluate a live staging of a production.
10. Critical areas of expertise are:
  - i. Literature (English and indigenous languages)
  - ii. Technology (production design, set and technical operations and elements)
  - iii. Stage acting and directing
  - iv. Dance & movement
  - v. Musicality
  - vi. Stagecraft (costume and make-up)

The following is a visual representation of the complementary expertise required in the Panel of judges for sound deliberation to take place.



11. There should be an existing panel of supporting judges (literature), to offer evaluations on productions expressed in local languages.
12. Judges should not be involved in any form or manner in the works that they are judging. Should a judge be implicated in a production being evaluated for the awards, then they should recuse themselves from evaluating the production altogether.
13. All employees of the National Theatre of Namibia (NTN), including the Artistic Director, are not eligible to be considered for awards adjudicated through the NTFA. While the NTFA is a separate and externally managed process commissioned by the NTN under the office of the NTN General Manager, the exclusion applies to all NTN staff to maintain impartiality and transparency in adjudication.
14. Nonetheless, the vital contributions of NTN employees to the creative process and execution of theatrical and film productions will be publicly acknowledged and celebrated through appropriate channels, including event programmes, promotional materials, and public statements.
15. The logistics of the judging systems of the NTFAs are administered by the Production Coordinator, and the committee is chaired by the General Manager, for auditing purposes. Additionally, the judging procedures are audited by an independent and external auditor per awards season.
16. The NTN General Manager does not serve on the panel as a judge.
17. All evaluation sheets must be submitted electronically / physically to the NTN Production Coordinator and be sealed for the deliberation session nearing the nominations, at least one working week after a viewed production

## CATEGORIES

The following is the total pool of theatre awards categories as of the year 2022.

### **1. Best Staged Production**

*Refers to the best-staged production (play, dance/movement, multimedia, or musical) in the theatre cycle.*

#### **Criteria:**

- Must be staged in Namibia.
- Must be 45 minutes+ long in duration
- Must have a Namibian as the head creative / choreographer/director

## **2. Best Script (original)**

*Refers to the best original written script evaluated by a linguist. This is not limited to English only, but is open to the local languages of Namibia.*

### **Criteria:**

- Script must have been staged during the respective award cycle.
- Script must be 20 pages + longer, 12 fonts, double spacing, and New Times Roman.
- The script can be written in any local Namibian language.

## **3. Best Score (original)**

*Refers to the best original composition and lyricism written for a theatrical production.*

### **Criteria:**

- Score must be original.
- Score must feature for 20+ minutes in the given staged production.
- Score can be live or backtracked.
- Score must be submitted in recordings to the NTN for archival purposes.

## **4. Best Stage Director**

*Refers to the best direction in a theatrical production, but is not limited to a play only.*

### **Criteria:**

- Must be Namibian or a permanent resident.
- The direction of the production must belong to the rightful director.

## **5. Best Choreographer**

*Refers to the best choreography in a dance production or theatrical production predominantly embedded with dance & movement features.*

### **Criteria:**

- Must be Namibian or a permanent resident.
- Choreography of the production must belong to the rightful choreographer.

## **6. Best Production Design/ Set Design**

*Refers to the best set design and overall technical visual quality in any theatrical production (play, dance/movement, multimedia, or musical).*

### **Criteria:**

- Must be Namibian or a permanent resident.
- Can be an ensemble.
- The production design of the production must have belonged to the rightful production designer.
- Should cover areas of set design, furniture, props, stage structures, and general visual design of the production.

## **7. Best Stage Technician/Engineer**

*Refers to the best stage operator in a theatrical production, with reference to the exceptional technical experience offered (stage, sound, AV, lights).*

### **Criteria:**

- Must be Namibian or a permanent resident.
- Technical set-up and operation of the production must have belonged to the rightful technician/engineer.
- Can cover areas of:
  - o Sound design and operation
  - o Light design and operation
  - o AV design and operation
  - o Stage operation

## **8. Best Stagecraft: Costume & Wardrobe Design**

*Refers to the best stagecraft designer in the areas of costume design and production in a theatrical production.*

### **Criteria:**

- Must be Namibian or a permanent resident.
- Costume and make-up must be of original design.

- Can be an ensemble.
- Costume design, wardrobe production and makeup design must have belonged to the rightful costume designer and make-up artist.
- In the absence of a credited costume designer, the award would go to the head creative / director/choreographer/stage manager, depending on who the responsible party is.

#### **9. Best Stagecraft: Make-Up**

*Refers to the best stagecraft designer in the area of stage make-up in a theatrical production.*

##### **Criteria:**

- Must be Namibian or a permanent resident.
- Make-up must be of original design.
- Can be an ensemble.
- The make-up of the production must have belonged to the rightful make-up artist.
- In the absence of a credited make-up artist, the award would go to the head creative / director/choreographer/stage manager, depending on who the responsible party is.

#### **10. Best Lead Stage Actor (Male or Female)**

*Refers to the best performance by a male actor in a leading role in a theatrical production.*

##### **Criteria:**

- Must be Namibian or a permanent resident.
- Must have featured for the dominant part of the production.
- Can be a newcomer, upcoming or experienced actor.

#### **11. Best Supporting Actor (Male or Female)**

*Refers to the best performance by a male/female actor in a supporting role in a theatrical production.*

##### **Criteria:**

- Must be Namibian or a permanent resident.

- Should not have featured dominantly for the role under evaluation.
- Can be an absolute newcomer / upcoming, or experienced performer.

**12. Best Newcomer Stage Actor (Male or Female)**

*Refers to the best absolute newcomer performance by a male/female actor in a leading/supporting role in a theatrical production.*

**Criteria:**

- Must be Namibian or a permanent resident.
- Must be an absolute newcomer.
- Could have been featured in a leading or supporting role.
- 

**13. Best Lead Dancer (Male or Female)**

*Refers to the best performance by a female dancer/movement artist in a leading role in a theatrical production.*

**Criteria:**

- Must be Namibian or a permanent resident.
- Must have featured for the dominant part of the production.
- Can be an absolute newcomer.
- Could have been featured in a leading or supporting role.

**14. Best Supporting Dancer (Male or Female)**

*Refers to the best performance by a male/female dancer or movement artist in a supporting role in a theatrical production.*

**Criteria:**

- Must be Namibian or a permanent resident.
- Should not have featured dominantly for the role under evaluation.
- Can be an absolute newcomer / upcoming, or experienced performer.

**15. Best Newcomer Dancer (Male or Female)**

*Refers to the best absolute newcomer performance by a male/female dancer or movement artist in a leading/supporting role in a theatrical production.*

**Criteria:**

- Must be Namibian or a permanent resident.
- Must be an absolute newcomer.
- Could have been featured in a leading or supporting role.

**16. Best Corporate Support**

*Refers to the corporation that has invested and supported the performing arts sector in a significant manner, in the identified period.*

**Criteria:**

- Must be a Namibian-based company.
- Should have invested significantly across the performing arts disciplines in Namibia.
- Award deliberated by NTN staff.

**17. Lifetime Achiever (Theatre - Alive)**

*Refers to the individual/ensemble that has spent a significant period of their lifetime practising in the performing arts sector in Namibia.*

**Criteria:**

- Must be a Namibian or permanent resident.
- Must be of significant age. 50 years+
- Should have practised the performing arts for a significant part of their lifetime in Namibia.
- Award deliberated by the NTN staff.

**18. Lifetime Achiever (Theatre - Late)**

*Refers to the individual/ensemble that has spent a significant period of their lifetime practising in the performing arts sector in Namibia.*

**Criteria:**

- Must be a Namibian or permanent resident.
- Must be of significant age. 50 years+
- Should have practised the performing arts for a significant part of their lifetime in Namibia.

- Award deliberated by the NTN staff.

-

### **19. Special Recognition Award**

*Refers to the individual/ensemble that has been specially recognised by the NTN for their service, support and or international representation of the Namibian performing arts sector.*

#### **Criteria:**

- Does not have to be a Namibian strictly.
- Does not have to be of significant age.
- Should have performed valuable services and work in the Namibian theatre sector.
- Award deliberated by the NTN staff.

## **APPLICATION SYSTEM**

*The following are application rules and guidelines:*

1. Authorised applicants must be Namibian or hold permanent residency.
2. The authorised applicants must be 18 years and older.
3. Applications must be filled out and approved for a production to be evaluated.
4. Applications must be approved one month before judges are booked.
5. Application forms must be filled out by either the producer, creative director, stage director or choreographer only.
6. The application form must be attached with the following:
  - i. Full, finalised script/text/concept
  - ii. Production poster
  - iii. Rehearsal photos
  - iv. Headshots and details of the creative team, cast and crew

7. Within a month of the staging of the production, the applicant must submit the following:
  - a. Production photos
  - b. Full recording of the production (Format: MP4/MPEG-4, at least 720p to 1080p, and with stereo audio)
  - c. Failure to provide the above immediately disqualifies the production from the awards.
8. The NTN is not responsible for the video recordings of independent productions.
9. Video recordings of productions must have adequate sound and picture quality.
10. The full, finalised script must be attached to the application form. The script must be 20 pages + long, 12 fonts, 1.5-line spacing, Times New Roman.
11. The NTN will not be held liable for disputes to follow after the NTFA results. The NTN will facilitate the evaluation system based on the submitted information on the approved application form only.
12. Productions staged outside Namibia do not qualify for evaluation.
13. A production must be at least 45 minutes long to be approved for evaluation.
14. Scripts must be at least 20 pages long to be approved for evaluation.
15. The status of newcomer / emerging/experienced must be stipulated in the application form as per the following:

<b><i>Newcomer Artist/ Practitioner</i></b>	A professionally inexperienced individual holds no record of professional theatre work on their resume yet.
---	---

<i>Emerging Artist/Practitioner</i>	An individual who has more than two professional theatre works in their resume.
<i>Professional Artist/Practitioner</i>	An individual who has more than 5 professional theatre works in their resume.

16. The status of leading/supporting roles must be stipulated in the application form as per the following:

<i>Leading role</i>	Refers to an <b>individual</b> role, in which the performer is the main character, and features dominantly in the narrative and on stage.
<i>Supporting role</i>	Refers to an <b>individual</b> role, in which the performer is important to the plot, but is not the main character.
<i>On-stage support</i>	Refers to <b>individuals</b> or <b>undistinguished performers</b> who build the bulk of the production characters for mass or visual effect: <ul style="list-style-type: none"> <li>- choirs</li> <li>- body props</li> <li>- dancing groups, etc.</li> </ul>

	These performers do not feature significantly and are not regarded as individual characters for award evaluation.
--	---

**The application form is enclosed on the NTN website.**

## **PRODUCTION INFORMATION SHEET**

**The production sheet is the property of the production department.**

**This sheet is prepared by the NTN Production Coordinator and handed over to the judges for production evaluation. The script will be attached for literary evaluations.**

## **AWARD PRIZES**

The following are the general matters regarding prizes for the awards:

- Each award is recognised physically with a labelled statue.
- Ensembles would be rewarded with only one statue.
- Statues would be supplemented with sponsored monies. A prize would thus be a combination of a statue and a financial prize. This is subject to change.
- Should an ensemble be awarded, then the funds would be split equally among the rightful individuals.

*The award for Best Stage Craft: Make-up was awarded to \*Peter Swartbooi and \*Ndapewa Shiweda.*

- *x1 Statue embedded with both names*
- *N\$ 10 000 / 2= N\$ 5 000 for each individual.*
- The amounts of monetary prizes are subject to the funds available for each cycle of the awards season and are dependent on the sponsors' input.
- The award for *Special Recognition* qualifies for a financial prize, provided it is local only.
- The award for *Best Corporate Support* does not qualify for a financial prize.
- In the event of the death of an award recipient, the NTN will withhold the financial prize to be transferred to a representative. In case the award of a deceased is sponsored, the NTN will rearrange the funds to be spent elsewhere.
- All statues are handed over on the night of the event, and the financial prize is transferred within 7 working days after the awards ceremony, upon submitting the banking details of the recipients.
- The NTN will not be held liable for disputes to follow after the NTFA results. The NTN will facilitate the evaluation system based on the submitted information on the approved application form only.

## EVALUATION AWARDS PER CYCLE

The following are the general matters regarding award cycles:

- The NTN would look at developing, expanding and strengthening the theatre sections of the theatre awards for each cycle/season.
- The NTN would look at boosting and refreshing the pool of awards judges for each cycle/season.
- The NTN would look at maintaining long-serving judges in the general pool, for a thorough and smooth process to proceed with the newer judges.

//end