

# How to use the Sustainable Culture Toolkit



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# Use the Toolkit across roles and settings

Designed for theatres, festivals and other cultural organisations; leaders, managers and staff across administration, production, technical, facilities, communications, engagement and audience-facing roles; independent cultural professionals, artists, associations and networks; and educators, trainers and facilitators.

Available in English, Greek, French, Polish and Belgian Dutch. Course and workshop presentations, templates and the Self-Assessment Tool are editable. The Handbook is open access.

# Five resources form one practical learning pathway

Learning Hub: access point for every resource and language version

Handbook: environmental and social sustainability guidance, examples and cautions

Capacity Building Course: four role-based, presentation-based modules

Workshop presentations and templates: discussion, exercises and action planning

Self-Assessment Tool: 20 organisational prompts for Green Teams and cross-departmental groups

Use them together or begin with your immediate need.

# Begin with the Handbook

The Handbook gives a shared practical foundation for theatres, festivals, other cultural organisations and independent professionals.

Use it to:

- identify the sustainability topics relevant to your work
- compare examples and practical options
- find cautions and points for consideration
- support discussion before or during a module

Adapt the guidance to your organisation's scale, resources and context.

CHOOSE  
YOUR COURSE  
ROUTE

Module 1 • Sustainable Performance Arts Organisations: An Introduction

A common foundation for all participants.

Then choose by professional responsibility:

Module 2 • Leadership, Governance & the Sustainability Mandate

For leaders, senior managers and decision-makers.

Module 3 • Operations & Technical Practice

For production, operations, facilities and technical teams.

Module 4 • Communication, Participation & Engagement

For communications, audience-facing and engagement roles.

For organisation-wide use, begin together with Module 1 and then divide by role. Participants may take more than one route.

# Each module moves from understanding to action

1. Read the overview, aims and learning outcomes.
2. Work through the explanatory content and sector examples.
3. Pause for the reflection questions.
4. Complete the practical exercises or discussion prompts.
5. Record a realistic action for your own work or organisation.

Keep the Handbook open while you study. The module prompts connect role-specific learning to the wider practical guidance.

# Choose a use mode that fits your context

Individual: complete Module 1 and the module closest to your role; record one realistic action.

Team: take Module 1 together; divide by role; reconvene to compare priorities.

Facilitated: use the workshop slides for discussion and exercises; adapt pacing and examples.

Organisation-wide: combine the Self-Assessment Tool, Handbook and Course through a Green Team or cross-departmental group.

## USE IN A FACILITATED SESSION

The workshop presentations support facilitated discussion and guided exercises. Use them to apply the Course collectively.

Before: choose the audience, module and scope; share the Handbook or module.

During: present selected slides; reflect; discuss current practice; complete the prompts.

After: record actions, owners and a review point; use the Self-Assessment Tool to identify support needed.

Facilitator: an internal colleague or external practitioner with relevant sustainability and facilitation experience.

# Use the Self-Assessment Tool to reflect

Complete the 20 prompts with a cross-departmental Green Team or another group that understands both strategic and day-to-day practice.

Discuss the evidence behind each response rather than aiming for the most favourable answer. Identify existing strengths, gaps, dependencies and areas where leadership support is needed.

Select a small number of realistic priorities, connect them to Course action plans and agree when the group will review progress. It is a discussion aid, not a certification or comparative score.

# A practical organisational pathway

- 1 Open the Learning Hub and select the relevant language version
- 2 Choose a starting point: Handbook, Course or Self-Assessment
- 3 Follow the role-based modules and record realistic actions
- 4 Use the workshop slides to agree priorities, owners and review points
- 5 Revisit the Self-Assessment Tool to review progress

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