

KULT Music Agency

Information About Your Registration

KULT has added you or your ensemble to their catalogue. What happens now?

- 1) KULT frequently receives requests for various events. KULT takes care of advising the clients. We clarify the details of the events and suggest suitable ensembles/musicians. If the customer decides in favor of you or your ensemble, you will receive an availability request directly from KULT via e-mail.
- 2) ⚠ Some of the requests are received at very short notice and require a quick and reliable response!

You have accepted an engagement. What happens next?

- 3) If you have accepted the request, you will receive an engagement contract with KULT for the concert/performance. This will include information relating to the date and venue/location, times of the performance and sound check, details and type of performance, technical requirements, and your fee.
- 4) As soon as you return your signed contract, KULT will arrange the creation of the contract with the client. ⚠ If the client contacts you directly before you have received a contract from us, please refer the client to the correct procedure.
- 5) Contractually and socially you are covered by KULT and do not have to concern yourself with details. You are responsible for arranging the repertoire, in specific cases on expenses and travel, time(s) of the performance(s), and technical details on site. Please discuss these details with the client in good time after the contract has been signed.

The day of the performance has arrived. What do you need to consider?

- 6) If you are unable to attend due to illness or accident and cannot fulfill your contract, KULT must be notified immediately. A doctor's certificate is urgently required. In this case, the contract with KULT will lapse. If you fail to notify KULT and submit a medical certificate, you will not be entitled to your fee and will owe KULT a contractual penalty (see contract). In the event of last-minute cancellations or delays (especially if KULT is not available), the client must be contacted directly.

- 7) Take the opportunity and stay on site as long as possible/reasonable. The events are valuable opportunities for networking and can lead to follow-up engagements. Ideally, you should carry business cards with you that you can hand out if required.
- 8) If the opportunity arises, draw attention to KULT and mention that this engagement came about through KULT, the HKB's student agency.
- 9) ⚠ Please do not accept any cash payments for your performance fee.

The gig is over. How do I get my fee?

- 10) If you are not registered as self-employed: The salary is gross, i.e. before deduction of the statutory employee social security deductions (6.511%) and any other duties or taxes (e.g. tax at source [Quellensteuer] for foreign students). It will be paid to you by the BFH financial administration with the monthly salary run (at the end of each month). Documents submitted to Human Resources by the 5th of the month can still be paid out in the current month.
- 11) If you are registered as self-employed: You invoice your fee as described in the contract directly to the BFH finance department after the engagement. ⚠ Be sure to mention the contract number and reference (name of KULT management) as written in the contract. Invoices can also be sent by e-mail to finanzen@bfh.ch.
- 12) Please note: in special cases, payment may be delayed – for example, if we receive your personnel registration form, tax at source questionnaire, or residence permit too late/delayed.

What else needs to be considered?

- 13) Share your feedback on the engagements with us. Whether positive or negative – your feedback helps us to continuously develop the KULT service. Just send a short, informal e-mail to kult@hkb.bfh.ch.
- 14) Help us to keep your information up to date. Send us new or updated portfolios or individual elements from them. If you are creating new formations/ensembles, please also register them using our online form.

I am no longer studying at HKB. What do I have to do?

- 15) Nothing. Once per year, we check to see which students are still enrolled with us. By the way: if you are no longer studying at the HKB, you will remain in our catalogue and can still be placed up to three years after leaving the university. However, priority is given to current students.