

<b>Policy</b>	Auditions
<b>Approved by</b>	NSMT Committee
<b>Date of Approval</b>	14 <sup>th</sup> September 2020
<b>Date of Review</b>	14 <sup>th</sup> September 2020

### Organisational Scope

This policy will apply to all North Shore Music Theatre (**NSMT**) members, including members of the Management Committee (**Committee**), Heads of Department, independent contractors and participating volunteers involved in an NSMT production.

### Purpose

The Auditions Policy and Guidelines is to:

- (a) provide guidance of the audition process to members and volunteers associated with any event produced or under the control of NSMT; and
- (b) describe the accountabilities and responsibilities of members, volunteers and contractors in relation to NSMT's auditions process.

### Principles

The following principles will apply to all auditions, unless amended by the Committee:

- (a) every role must be auditioned – no person may be cast in any role without first having auditioned;
- (b) all auditionees will be treated equally and with respect;
- (c) all auditionees must audition on a voluntary basis;
- (d) open auditions are to be called for all NSMT shows;
- (e) auditions are to be open to NSMT financial members and members of the general public;
- (f) personal favouritism of an individual auditionee will not be tolerated; and
- (g) except as specifically required for certain roles, NSMT must not discriminate against any auditionee on any basis, including but not limited to race, gender, creed, or orientation.

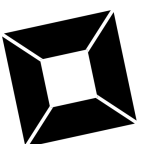
### Committee and Committee reporting

The Committee will appoint a Director, Musical Director, Choreographer (together, the **Creative Team**) and a Production Manager for each show, and the Creative Team will conduct auditions for that show subject to any guidelines set by the Committee.

Final casting decisions of all roles, including chorus and/or minor roles, will be made by the Committee at its sole discretion, but typically on the recommendation of the Director. A casting decision of the Committee will be final.

### Pre-Auditions

An open audition is required to be held for each NSMT production, at a date set by the Creative Team following consultation with the Production Manager and approved by the Committee prior to announcement. Unless there is a specific attribute a cast member will need for a particular show (a



requirement to be able to tap dance, for example), a pre-audition training session or workshop will not be required.

An audition pack and audition material (if any) must be made available to each potential auditionee. Any audition preparation material will be at the discretion of the Director, subject to the approval of the Committee. NSMT's intention is that preparation should not be an impediment to potential auditionees. Audition material should be limited to one song for preparation per auditionee, and no requirement for any prepared dialogue or dance routines.

To preserve the integrity and fairness of the audition process, no member of the Creative Team or member of the audition panel may:

- (a) have any contact with an auditionee regarding his or her audition prior to that audition; or
- (b) offer any individual or private assistance on the audition material to an auditionee prior to that audition.

#### **Pre-audition workshop**

A pre-audition workshop for auditionees may be scheduled by the Creative Team with the approval of the Committee. If a pre-audition workshop is held, there must be no requirement that an auditionee must attend the pre-audition workshop in order to be eligible to audition, and no further information is to be made available at the workshop that is not available as part of the audition pack.

#### **Cast size**

The size of the cast for any show is, subject to budget constraints and policies set by the Committee, at the discretion of the Creative Team.

#### **Audition process**

The format of each audition, including whether an auditionee is required to audition individually or as part of a group, will be at the discretion of the Director, provided that an audition format must be consistent for each individual auditioning for a specific part. Each potential auditionee should be advised of the audition format as part of the audition pack.

All auditions will be closed, and no friend, family member or other supporters will be permitted to observe auditions. In certain circumstances (auditioning children, for example) an appropriate observer or chaperone will be appointed by the Committee to protect the interests of the auditionees.

The audition panel will include:

- (a) each member of the Creative Team;
- (b) a representative of NSMT; and
- (c) an observer or chaperone (if determined by the Committee).

Vocal or dance auditions may be conducted *a capella*, by using an audition pianist appointed by the Committee, or with the use of a backing track acceptable to the Production Team. An audition pianist brought by an auditionee may only play for that auditionee with the approval of the Creative Team.



A group dance/movement workshop may be scheduled as part of the audition process by the Creative Team on the recommendation of the Choreographer. Should a group dance/movement workshop be held, all content must be taught at the workshop and no pre-learning of any dance/movement routine will be required.

An auditionee who wishes to audition for more than one role will only be required to attend one audition.

Auditions may be videoed for reference only by the Creative Team prior to casting. All such video recordings will be deleted following the approval and release by the Committee of the cast list.

If, after open auditions and consultation with the Committee, the Creative Team (on the recommendation of the Director) is of the view that a particular role or roles cannot be cast, additional actors may be contacted and encouraged to audition. For the avoidance of doubt, an invitation to audition in such circumstances is not an assurance that the invitee will be cast in the show, neither can an invitee expect to be cast in any role unless he or she attends an audition.

A casting decision is the responsibility of the Director, following input from the Creative Team, but subject always to approval by the Committee. Casting decisions will not be announced unless and until the Committee has approved those casting decisions.

#### **Recalls/Call backs**

Recalls and/or call backs may be held, if required, at the discretion of the Creative Team, noting that not all auditionees will likely be required to be called back and that a call back is not to be taken as an indication of an individual's likely casting or preference for a role over other auditionees.

The Creative Team is not required to hold recalls or call backs in order to cast a role.

#### **Audition Notifications**

NSMT's policy, subject to extraordinary circumstances, is to notify each auditionee of his or her audition, including any casting offer, within two calendar weeks of auditions being held.

NSMT will not provide individual feedback on an audition under any circumstances, neither will it provide an explanation of why an auditionee was, or was not, cast in a certain role. Each decision of the Committee is final and NSMT accepts no responsibility for any adverse effect an audition decision may have on an individual auditionee. By auditioning for NSMT, each auditionee confirms that he or she accepts the matters stated in this clause.

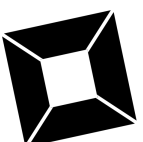
#### **Audition Acceptances**

NSMT's policy is offer a role to each successful auditionee in writing (including by email) to be accompanied by an acceptance form approved by the Committee. Successful auditionees who wish to accept a casting offer must complete and return a completed acceptance form before he or she is deemed to have been cast in that role.

It is the responsibility of the Production Manager to co-ordinate, follow up and ensure all audition acceptance forms are returned.

Each successful cast member is required to become a financial member of NSMT at least for the calendar year in which the relevant show is to be staged.

NSMT reserves the right to terminate the appointment of a cast member, and re-cast that part, if (in the absolute discretion of the Committee) the cast member is not, or no longer remains, a fit and proper person to be involved with the production.



For specific shows (where some of the cast may be under the age of 18, for example) the Committee may require that each successful cast member undergo a Police vetting check. If so, this requirement will also extend to all persons involved in the production.

**Cast announcement**

NSMT's usual practice is to announce the cast list following acceptance of each role, even if one or more roles is noted as still to be confirmed. NSMT is under no obligation to publish a cast list and may, at the absolute discretion of the Committee, determine not to do so.

NSMT will endeavour to ensure that, where a cast list is published, it is sent to all cast and NSMT members at the same time. NSMT reserves the right to publish a cast list on a social media channel of its choosing.

**Complaints**

A complaint about any aspect of an audition or casting process must be made in writing and addressed to the Secretary of NSMT, who will acknowledge receipt.

The Committee will investigate each complaint objectively and in a timely manner, and will endeavour to provide an initial response in writing to the complainant within two weeks of receipt of the complaint. NSMT reserves the right to attempt to resolve the complaint as it sees fit, including speaking with any person about the matter.

**Last updated:** August 2020

**Next review:** August 2021

