

## Matlock Musical Theatre

### Audition Procedures

This protocol is in addition to paragraph 13 of the Constitution which reads

**CASTING:** *The casting of each public production shall in the first instance be by audition of applicants and strictly on merit. Members of the society and any other interested parties are all eligible to audition. Selection will be made by a majority decision of the auditioning panel. The panel will consist of the Producer, Musical Director, Choreographer and one or more committee members as required. On acceptance of a role a successful applicant will be expected to become a paying member of the society if they are not so already. If there is no suitable applicant for any role the casting panel shall have the authority to invite suitable persons from within or outside the society to take the role. Since all the cast need to be covered by the society's indemnity insurance so a nominal fee to cover this will be required from any invited performers.*

1. **SELECTION PANEL: The casting of any show will be made by a selection panel consisting of the creative team: Musical Director, Stage Director, Choreographer and one or more members of the Production team (ie. the Committee) as required to make up a minimum of three persons.**
  - a. Having chosen a show, it should be the case that as many members of the creative team as is practically possible should have been selected by the committee prior to the casting process commencing.
  - b. The expectation is that the musical director will not be eligible to put themselves forward for a role.
  - c. Where the position of Stage Director is fulfilled by a member of the group then this person will not be eligible to put themselves forward for a role. However, if subsequently, any role is unable to be cast then with the agreement of the committee the Stage Director could take on an available role.
  - d. Any other members of the selection panel who wish to put themselves forward for a role must make this known to the committee in advance of the casting process so that provision can be made for the audition process to be organised in the appropriate manner (see point 3.g.i)
  
2. **COMMUNICATE ROLES AND SCHEDULE: For any show, an opportunity must be provided for all members to declare an interest in being considered for one or more of the available roles prior to casting.**
  - a. An overview of all roles, and where relevant any expected capabilities and characteristics, must be communicated to the group's subscribed membership
  - b. The overview, audition schedule and time-frame must be communicated in good time to allow candidates to prepare and ask for further information.
  
  - c. Where possible members of the creative team should makes themselves available to provide individual tuition at the request of any members.
  
3. **OPEN AUDITIONS: For a main show, open auditions must take place in order to ascertain each individuals ability to perform a role or roles.**
  - a. Auditions will be 'open', in that both singing and dialogue auditions will take place in front of the panel and all membership of the society.

- b. Auditions can be publicly advertised if deemed necessary and are open to persons who are not members of the group, providing such applicants can demonstrate they are in a position to perform the role should they accept an offer.
- c. The creative team will also be permitted to invite any other persons to audition from both inside and outside the group.
- d. It must be made clear to any non-subscribed applicants who audition that it will be necessary for them to become paying members prior to accepting an offer of a role.
- e. With the exception of the Musical Director and Stage Director, members of the selection panel are permitted to audition for a role themselves. However, their intention to audition must be declared to the entire production team (ie. the Committee) in order that the necessary provision can be made.
  - i. This member will be replaced on the panel by another member of the production team for the affected auditions. In the first instance, this member will be asked only to provide their view on the relevant audition. In addition this member may be asked to provide a casting vote in the event that the remaining members of the selection panel cannot agree on casting the affected role.
- f) It is expected that candidates wishing to play a role make every effort possible to participate in the open auditions. Any candidates who unavoidably cannot attend auditions must make this known to the selection panel so that provision can be made.

**4. DECISION-MAKING: Once the necessary open auditions have taken place, the casting of roles will be solely the decision of the selection panel. The panel will meet as soon as possible following the final open audition to discuss casting with the intention of making an immediate selection. Where an immediate selection cannot be made the panel must decide on the necessary steps to come to a decision and consult the committee.**

- a. Roles should be given in the first instance according to merit to persons who took part in the open auditions. The panel should consider the best fit of applicants to roles to ensure the best possible production the group can deliver.
- b. If the selection panel are agreed that they are unable to make a decision on a role based on the open auditions they are free to invite persons for further auditions.
  - i. The selection panel can invite some or all of the original candidates as is necessary.
  - ii. The selection panel can invite members or non-members who did not audition originally.
  - iii. Any subsequent auditions are not required to be held in front of the membership.

- iv. Any persons who formally declared an interest in a role prior to the open auditions taking place who was unable to attend should be given the opportunity to take part in any subsequent auditions for the relevant role.
- v. The committee should be informed of any subsequent auditions deemed necessary to cast a role. Otherwise, it is not necessary to inform in detail any subsequent auditions to the wider membership.
- vi. It is necessary to communicate to the membership any delay in the announcement of the final casting: this should be done at the start of any rehearsal occurring during the selection process.

**5. COMMUNICATE CASTING: Once all roles are cast, the selection panel are required to inform all candidates, via a phone-call or email, of their position regarding each role.**

- a. Unsuccessful applicants should be given constructive criticism which explains clearly why they were not chosen for a role and offers appropriate advice for future auditions.
- b. Disclosure of any final casting decisions should not be made to the membership, in part or full, until such time that all unsuccessful applicants have been notified of the selection panel's decision.
- c. Any applicant or member who wishes to raise an issue regarding the selection process should do so in writing to the Secretary who is obliged to pass on any comments to the committee (in line with the 'Complaints' procedure in the constitution).
  - i. This should be the only line of communication, particularly with regard to any grievances born out of the selection process.
  - ii. The committee's decision on any complaint will be final.