



BRINGING BROADWAY TO CARDINIA

CASTING AND RECRUITMENT POLICY

AUSTRALIAN BUSINESS NUMBER (ABN 19828385361)
A COMPANY LIMITED BY GUARANTEE

2023-2024

CPAC MUSICAL THEATRE

1300 CPACMT
WWW.CPACMUSICALTHEATRE.COM

Casting and Recruitment

Policy

CPAC Musical Theatre Inc. recognises a robust and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfil our aims and support our business goals. CPAC Musical Theatre strives for an inclusive casting policy. This means that we and our affiliates seek to cast the best performer for each available role in the chosen show. We invite participants and cast members across a wide and diverse range of cultural groups and ethnicities, gender identities and physical. Abilities with consideration are given to any character's cultural needs as casting appropriately where possible. In the case of lack of representation, we retain the right to consider all auditionees seriously for any role and not solely confined to the characteristics of the role. At the same time, being culturally inclusive and working with the rights holder to adjust the text by approval within the contractual licencing agreement. We often create roles for younger cast members and children where there are not in non-written roles to give opportunities. We welcome a diverse range of performers for every role that accurately reflects the diversity of modern Australia.

No correspondence will be entered into regarding the casting outcome and the Production team's decisions when casting or announcing the cast. See the Social media policy.

No online trolling or bullying will be tolerated, and legal action will be taken in some circumstances. See discrimination and harassment policies.

All appointments should be made on the Principle of Merit, compliance with all relevant Federal and State Legislation and adherence to this policy and related processes.

Our business recruits people via the following methods:

- Internal
- External
- Employee Referred

Procedure

1. Create informed Audition Information Guidelines for engagement with Auditions and required tasks, skills required, expectations, deliverables and safety considerations. When

advertising, avoid discriminatory language, e.g. young person. Target the requirements of the job, e.g. we seek an energetic person.

2. The recruitment process may include some or all of these: an Audition form, Auditions, Call-backs, reference checks, and police checks right to work in Australia checks. If undertaking an interview, ensure there are no possible discriminatory requests for information, for example, Do you plan to have a family in the near future?
3. Give the successful candidate a volunteer or contractor agreement setting out clear terms and conditions. This includes the nature of engagement. The contract should include a welcome note and start details.
4. Once the candidate has been accepted, contact the unsuccessful candidates as a matter of courtesy.
5. All Unsuccessful auditionees **MUST** be emailed within 24 hours of final casting and before the casting announcement.