

Auditions policy.

Policy:	Auditions
Organisation:	New Plymouth Operatic Society
Last Update:	April 2023
Review Date:	April 2025

Background

New Plymouth Operatic Society's core activity is staging shows. Every show has auditions. These guidelines have been developed to set out how these auditions are to be operated.

The Society's goal is that anyone who wishes to audition is welcome and encouraged to do so, and will be treated with respect, fairness and equality by the Society.

Application

This policy applies to all NPOS members, Board members, Heads of Department, independent Contractors, and participating volunteers involved in our productions and Society operations.

Purpose

The purpose of this policy is to:

- provide guidance to members and volunteers with respect to the auditions process for NPOS
- set out the accountabilities and responsibilities of NPOS members, volunteers, and contractors in relation to the Society's auditions process.

Guiding audition principals

- All auditionees are treated equally and with respect
- All auditionees audition on a voluntary basis.
- All production teams for all NPOS shows are required to follow this policy without exception or omission.
- Open auditions are to be called for all NPOS shows, and no roles in any show may be pre-cast or not auditioned for.
- Auditions are open to both financial members of NPOS and members of the general public.
- Except as specifically required by the author for certain roles, NPOS has a non-discrimination casting policy, open to members of all races, sexes, creeds, orientations, and abilities. We encourage members of diverse backgrounds and abilities to audition for our productions.
- Unless a role(s) is specifically written for a youth cast member, auditionees for all NPOS shows are required to be a minimum of 16-years old as at the opening night performance date for the production in which auditions are being held, or at the discretion of the Board of Management.

Board and Board reporting

- It is acknowledged that the Board of NPOS is the sole Producer of the show
- The Board will appoint a Director, Musical Director, Choreographer and Production Manager (“the production team”)
- The production team will conduct auditions within the guidelines set by the Board.
- Final casting decisions are the decision of the Board, on recommendation from the production team.
- Once the production team has selected a proposed cast, the production manager should email the cast list to the NPOS Board members and NPOS Administrator for consideration and final approval.

Auditions

- Open auditions are required to be held for all NPOS productions.
- Audition dates are to be set by the production team, but approved by the Board prior to announcement.
- Auditions for an upcoming production may not be held until the previous production has opened.
- Notice of upcoming auditions is to be given to members approximately 4 weeks prior to auditions.
- The audition pack and any audition material is to be made available for potential auditionees via the NPOS website.
- The audition preparation material is at the discretion of the Director. The Board’s intention is that preparation should not be an impediment to people auditioning.

Pre-Audition Information

- A pre-audition information session may or may not be held. It is at the discretion of the production team if one is to be held.
- If a pre-audition information session is held, there is no requirement that auditionees must attend the session in order to audition. No additional information is to be made available at the session that is not readily available as part of the audition pack

Audition Bookings/Registration

- Audition bookings are to be made via the NPOS website or via the NPOS Administrator.
- Auditionees are required to complete and return the NPOS Audition registration form (updated on a show by show basis)
- The size of the cast is at the discretion of the production team, but they must work within budget constraints and policies set by the Society.
- Once the production team have selected a proposed cast, a cast list will be provided to the NPOS Board members and NPOS Administrator.
- The audition team are not permitted to view or receive a list of those auditioning until the audition weekend, to ensure objectivity in the audition process. It is not the role of the Director, Musical Director or Choreographer to contact people ahead of auditions seeking them to audition.

Audition process

- The format of an audition will be decided by the Director.
- Auditions may be individual or group auditions, at the discretion of the Director
- Before auditions commence all potential auditionees should be advised of the audition format as part of the audition pack informed of the audition policy.
- The format of the auditions must be consistent for each individual trying for a part.
- All auditions are closed. Friends, Family and Supporters are not permitted to observe auditions.
- The audition panel will include the Director, Musical Director and Choreographer, and may also include representative(s) of New Plymouth Operatic.
- Vocal auditions may be conducted acapella, with an audition pianist or by using backing tracks, at the discretion of the Director.
- A group dance/movement workshop may be held as part of the auditions process, at the discretion of the Director, in consultation with the Choreographer. Should a group dance/movement workshop be held, all content shall be taught in the workshop, and no pre-learning of audition dance/movement routines is required.
- Those auditioning for multiple roles are not required to audition multiple times.
- Auditions may be videoed for reference during the casting process. After the auditions these will be deleted.
- If, after open auditions, the director, in consultation with the production team, believes that a particular role or roles cannot be cast, additional actors may be contacted and further auditions may be held as required. Being invited to audition, either directly or indirectly, does not guarantee a role.
- Casting decisions are ultimately made by the Director, with input from the production's Creative team including the Musical Director and Choreographer, but are subject to final approval by the Board of Management of New Plymouth Operatic Society.

Recalls/Call backs

- Recalls/Call backs may be held, if required, at the discretion of the audition team.
- Not all candidates for a role are required to be called back
- Receiving 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 audition team are not required to hold callbacks in order to cast a role.

Audition Notifications

- It is the Society's desire that all auditionees receive a notification regarding their audition outcome within a timely manner.
- An NPOS Administrator will prepare and send yes and no letters to all auditionees on the NPOS headed templates, and will be sent via email and all auditionees and all letters are to be sent on the same day, so all auditionees get the information at the same time.
- Yes letters should be accompanied by the template NPOS acceptance form, for successful cast to complete and return to accept their roles
- Yes letters should be accompanied by the current year NPOS membership form and current policy documents. All cast are required to be financial members of NPOS for the current calendar year.
- A cast list will not be provided with the letters.
- NPOS does not provide individual feedback on auditions, nor do we provide individual explanations for why people were cast, or not cast, or were cast in certain roles.

Audition Acceptances

- Yes letters should be accompanied by the template NPOS acceptance form, for successful cast to complete and return the NPOS office to accept their roles
- Successful auditionees are required to formally accept their roles before they are confirmed and announced
- The cast list will not be announced until all acceptance forms are returned.
- All successful cast are required to become financial members of NPOS for the calendar year in which the production is to be staged.
- It is the responsibility of the Production Manager or Company Manager to co-ordinate, follow up and ensure all audition acceptance forms are returned and memberships paid.
- New Plymouth Operatic reserves the right to recast a part if a performer behaves in a manner that is deemed detrimental to the production.

Cast announcement

- Once all the audition acceptances are received, the cast list may be announced.
- Cast lists may be announced with certain roles 'TBC'. There is no requirement that all roles be cast before a cast announcement be made.
- The full cast announcement will be made via social media and in the NPOS newsletter. NPOS are to ensure that all auditionees, and all NPOS members all receive this announcement.
- Announcements may also be made via Social Media channels, either at the same time or after the formal email announcements are made.

Complaints

- Complaints about any aspects of auditions or the casting process should, in the first instance, be addressed formally to New Plymouth Operatic in writing to office@npos.co.nz, and not to any individual of the audition team or board.
- NPOS undertakes to treat all complaints confidentially and with respect.
- An acknowledgement of receipt will be made to the complainant immediately on receipt of the complaint
- NPOS endeavors to investigate any complaints objectively and in a timely manner, and reply formally in writing and confidentially to the complainant within 2 weeks of the complaint being received.

Who should read this policy?

The following persons or groups must read and understand this policy in order to effectively discharge their duties to NPOS:

- all members and Board members of the NPOS
- all volunteers associated with the NPOS and its productions
- NPOS Administration personnel
- Directors, Musical Directors, Choreographers and Production Managers for any NPOS show
- All auditionees and intending auditionees

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