



## **Framework Theatre Recruitment Policy**

**Last Updated July 2023**

In order to address inequities within the Scottish Theatre Industry, Framework Theatre has prepared the below document to promote transparency within our priorities and the way we recruit. Please note that this document only applies to recruiting emerging theatre-makers. We may occasionally work with established artists as mentors or supporters and these roles will often be recruited separately.

### **Working with Framework:**

- We will **openly recruit roles for emerging artists whenever possible**. This includes when we are seeking new scripts and all production roles.
- **We do not accept closed submissions** as we want to ensure that our opportunities are advertised as widely as possible. This also allows us to support people who may not want to email privately and ask for opportunities.
- As a caveat to this, some roles will occasionally be offered privately - primarily in a situation where time or money do not allow a thorough recruitment process. However, these opportunities will go to artists who have applied to Framework previously.

### **Our Application Process:**

**(excluding casting)**

- Applications will always be open for a **minimum of 3 weeks**, with an aim for 4 weeks.
- Applications will be advertised in **audio, written and easy read format**. Where we are able to we will endeavour to provide more options and other formats can always be provided by request to [hello@frameworktheatre.com](mailto:hello@frameworktheatre.com)
- We will always accept **written, video or audio applications**. Where we are able to we will endeavour to provide more options - and other formats will be accepted on a case by case basis.
- We will ensure that **our application processes match up to the scale of the opportunity** in order to reduce the unpaid application workload on artists.
  - **For fees of less than £1000** we should purely assess on a short (1 page/3 minutes) submission of interest.

- **For fees of £1000 to £4000**, or core team member recruitment (regardless of current confirmed fee), we should initially shortlist from a 1 page/3 minute submission of interest. Then we should conduct short (30 minute) interviews with the shortlisted candidates.
- **For fees of £4000 +**, we will ask for a 2 page/6 minute submission of interest. We will then conduct 45-60 minute interviews with shortlisted candidates.
- We will always provide **at least 3 key pieces of clear criteria** that we want candidates to discuss in their submission of interest.
- Interview questions will always be **sent to applicants in advance**.

## Our Assessment Process:

- Applications are currently **assessed by the Framework Team**. Occasionally we bring in additional panellists to help with our decision making. For fees greater than £1000 we will ensure at least one voice on the panel is not a member of the core Framework Team.
- External Panellists may be sourced from a variety of places, including but not exclusive to; Framework board members, industry freelancers, organisations we have worked with previously (e.g Vanishing Point, Traverse Theatre).
- Our assessment will be **primarily informed by the candidates ability to demonstrate the criteria listed in the role description**.
- Once this has been met, we may then also make decisions based on ensuring our programme represents a wide range of themes, styles and artists. This allows us to fulfil our remit as a support organisation for all of Scotland.
- The panel for each assessment will initially read applications alone, **scoring them on a scale of 1-10 and making any notes**. The panel will then come together, either in person or online, and discuss each application before making a final decision.
- If a panel cannot agree for whatever reason, the final decision will lie with the highest authority from Framework Theatre on the panel.

## Our Casting Process:

- Castings will always be open for a **minimum of two weeks**, with an aim for 4 weeks.
- Castings will be advertised in **audio, written and easy read format**. Where we are able to we will endeavour to provide more options and other formats can always be provided on request.

- We will ask for an acting CV, showreel/video footage and a headshot at the initial submission stage. This **can be submitted in the form of a Spotlight link**.
- We will ensure that our casting processes match up to the scale of the role.
  - For fees of less than £500 this should be assessed on the initial submission stage detailed above.
  - For fees larger than £500 we will have the option to host in-person/zoom callbacks, or request a self-tape of the script.
- Our casting decisions will be **led by the project director** and supported by the Framework Team.
- As casting is an incredibly creative decision this may be made subjectively.

## Our Feedback Process:

- Applicants will be **informed within 2 weeks** of the applications closing whether they have been successful in progressing to the next stage or not.
- **All applicants will be offered feedback.** This will be optional.
- Feedback will be written, and contain general feedback on decision-making, as well as a few sentences of personal feedback.
- Applicants who have progressed to the interview stage may **request a one-to-one zoom** meeting to receive their feedback.
- Written **feedback will be distributed within 2 weeks** of being requested.
- Meetings will be scheduled within a month of being requested, as availability allows.

*Our policies and protocols are always evolving. If you would like to discuss anything in this document, have any critiques or queries or would like to discuss our protocols please do get in touch at [hello@frameworktheatre.com](mailto:hello@frameworktheatre.com).*