



EXPERIENCE
MUSICAL
THEATRE!

Saskatoon Summer Players

AUDITION POLICY

PROD – 0001 – 20200120

DATE	DESCRIPTION
December 8, 2014	1 st version, approved by Board of Directors
January 26, 2016	2 nd version, approved by Board of Directors
January 20, 2020	3 rd version approved by Board of Directors

Ethno-Cultural Mandate:

This policy is governed by the ethno-cultural mandate of Saskatoon Summer Players (SSP). SSP is committed to inclusive casting. We encourage participation from artists who self-identify as members of under-represented communities, a concept we understand very broadly.

Definitions

- The term “SSP” refers to Saskatoon Summer Players.
- The term “Board” refers to the Board of Directors of SSP.
- The term “Staff Representative” refers to the staff member who is responsible for overseeing the artistic mandate of SSP
- The term “Production” refers to a theatrical presentation produced by SSP.
- The term “Director” refers to the director of the Production.
- The term “Audition Panel” refers to the Director, a Representative from the Music Department, and if applicable, a Representative from the Choreography Department of the Production. From time-to-time other individuals may be invited to participate in the Audition Panel as assistants or consultants. SSP supports this activity as it encourages personal development and growth.
- The term “the Membership” refers to all current members of SSP in good standing who have honoured the Code of Conduct.
- The term “Cast Member” refers to an individual who is performing an onstage role in the SSP production.
- The term “Musician” refers to an individual who is performing in the band or orchestra of the Production.
- The term “Artist” refers to Cast Members and Musicians.

Audition Notice

1. The format of the auditions shall be determined by the Audition Panel in consultation with the Staff Representative.
2. It is the responsibility of the Staff Representative to ensure reasonable notice of audition dates and requirements is provided to the Membership a minimum of two weeks before the first

audition date. After the Membership has been informed, all audition information will be made available to the general public.

Audition Eligibility

3. In support of SSP's ethno-cultural mandate, and in order to ensure diverse representation, the Audition Panel may choose to seek out individuals from under-represented communities, who did not initially audition, to participate in the production. In this circumstance the need for the individual to audition may be waived.
4. If you are participating in the Audition Panel in any way, you are not eligible to participate as a Artist in the Production.
5. All auditions are open to members and non-members of SSP.
6. It is the mandate of SSP to provide opportunities for volunteer Artists in and around Saskatoon. In the spirit of fostering development and growth for our volunteers, from time-to-time, professional Artists who are affiliated with professional associations may be recruited to participate in the Production. This will be assessed by the Staff Representative in consultation with the Show Selection and Coordination Committee on a case-by-case basis to ensure a net benefit to the organization before any agreements are entered into on behalf of SSP.
7. From time-to-time, roles with less than ten spoken, individual lines may be offered to members of the community or recognizable personalities as a way of fostering relationships in the community or raising the profile of the organization. In these circumstances, the participants will not be required to audition.

Audition Panel

8. Auditions will be conducted by the Audition Panel. One representative from each applicable department must be present at all relevant audition sessions.
9. An SSP Board Director or designate must attend all audition sessions acting as an observer. The role of the observer is to ensure the audition procedures outlined in this document are being followed and halt auditions only if the circumstances warrants it. The observer is not to participate in artist placement decisions unless the Audition Panel requests their opinion. The observer is not permitted to audition for the Production.

Audition Requirements

10. Audition requirements are at the discretion of the Audition Panel but must be pre-approved by the Staff Representative.
11. At no time shall a person who is auditioning for a Production be eliminated from performing solely because of their known expertise with regards to the technical aspects of production.

Artist Placement Process as it Relates to Cast Members

12. The Audition Panel in consultation with the Staff Representative will select the Cast Members. All persons cast in a Production must have auditioned for the Production except as noted in the Ethno-Cultural Mandate portion of this policy. No roles may be reserved or pre-cast in advance of the auditions. No role may be offered without the consent of the Staff Representative.
13. In the event of a dispute regarding casting amongst the Audition Panel, the Staff Representative is responsible for making the final decision, provided there is no personal conflict of interest involved. In order to protect the privacy of the Audition Panel members and to allow for open and honest dialogue, under no circumstances will any member of the Audition Panel disclose content from any of the discussions that took place throughout the casting process.
14. No person shall be informed of any casting decisions until all auditions and call-backs have been completed. All who auditioned for the Production must be informed of casting decisions for the Production no later than 14 (fourteen) days after their initial audition. The language used in written communication will be reviewed and approved by the Staff Representative prior to being sent.
15. Any role which has not been possible to cast using the procedures outlined in this document, will be filled by agreement of the Audition Panel based upon an invited audition.
16. Individuals who were successful in auditioning for the Production are subject to the following terms:
 - a) all those who will be participating in the Production must read, sign, and adhere to the SSP Code of Conduct,
 - b) all those who will be participating in the Production must read, sign and adhere to the applicable Artist Agreement prior to the first day of rehearsal, and
 - c) all those who will be participating in the Production must ensure that they have either paid their membership for the current fiscal year prior to the first day of rehearsal or made a request to have the fee waived as it is a barrier to participation.

Artist Placement Process as it Relates to Musicians

17. The Audition Panel in consultation with the Staff Representative will select the Musicians cast.
18. In the event of a dispute regarding artist placement decisions amongst the Audition Panel, the Staff Representative is responsible for making the final decision, provided there is no personal conflict of interest involved. In order to protect the privacy of the Audition Panel members and to allow for open and honest dialogue, under no circumstances will any member of the Audition Panel disclose content from any of the discussions that took place throughout the casting process.
19. No person shall be informed of any appointments until all auditions and call-backs have been completed. All who auditioned for the Production must be informed of placement decisions for

the Production no later than 14 (fourteen) days after their initial audition. The language used in written communication will be reviewed and approved by the Staff Representative prior to being sent.

20. Any position which has not been possible to fill using the procedures outlined in this document, will be filled by agreement of the Audition Panel.
21. Individuals who were successful in auditioning for the Production are subject to the following terms:
 - d) all those who will be participating in the Production must read, sign, and adhere to the SSP Code of Conduct,
 - e) all those who will be participating in the Production must read, sign and adhere to the applicable Artist Agreement prior to the first day of rehearsal,
 - f) and all those who will be participating in the Production must ensure that they have either paid their membership for the current fiscal year prior to the first day of rehearsal or made a request to have the fee waived as it is a barrier to participation.



SCHEDULE A

I, _____, have read the SSP Audition policy, and I understand the expectations of me as a member of the Audition Panel when auditioning individuals for SSP's Production of _____. I agree to wholeheartedly abide by this policy.

Signature

Print Name

Date