



PRODUCTION TEAM SELECTION PROCESS

July 2019

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Selection Process

1. For all Tauranga Musical Theatre (“TMT”) shows, the Production Team is selected by the Tauranga Musical Theatre committee (“Committee”) via a consensus or majority vote from applicants.
2. The Production Team encompasses the Director, Musical Director (and sometimes a Band Director), Choreographer (the Creative Team) and the Production Manager. The purpose of this document is to make clear the steps by which this commonly occurs.

Expressions of Interest

3. Shortly after a show’s announcement, the Committee sends out a call for expressions of interest (“EOI”) for the roles of director, musical director, choreographer and production manager. This will usually be done through social media and on the TMT website.
4. The EOI notice will specify a date by which applicants are expected to complete an application form, and send in a current resume and/or any other information they find relevant within the submission period as detailed on the EOI notice.
5. The Committee may decide to extend the date for EOI’s if it deems necessary.
6. The Committee will acknowledge receipt of each application.

Committee review

7. After EOI’s have closed, the Committee will consider the applications and may request further information from applicants.
8. As part of the selection process, the Committee may decide to shortlist and interview applicant(s).
9. The Committee may appoint an interview panel which may include Committee members. If an interview panel is appointed, the appointed interview panel will meet with all shortlisted applicants, addressing questions as supplied by the Committee. Once the interview are complete, the panel will report back to the Committee on their preferred selection(s).

Committee decision

10. After applications have been considered, and, if applicable, any additional process (including interviews) completed, the Committee will vote on each of the aforementioned roles.
11. If there is only one applicant for a particular role, the Committee will still need to consider and vote on that particular applicant. An applicant is not successful in their application simply by being the sole applicant.
12. If a member of the Committee has applied for a role in the Production Team, they will not be present for the discussion and vote. They are still involved in the selection of the other roles. When re-entering the meeting after the vote on the role the member of the Committee applied for, the Committee member will not be told the outcome of their application until after the voting has been completed for all production team roles.
13. If a member of the Committee is a family member or partner of an applicant being considered by the Committee, that Committee member will not be present for the discussion and vote. They are still

involved in the selection of the other roles. The Committee has the discretion to amend this rule as it sees fit.

14. The decision(s) of the Committee as to who is appointed for the production team roles will be recorded in the meeting minutes.
15. The Committee will contact each applicant to advise whether they were successful in their application. No additional feedback will be provided.

Production submission

16. Where an expression of interest is submitted as part of a production submission (where the Creative team (or part of) is being supplied with the proposed show), the Committee will make a decision in the best interests of the Society.

Other heads of departments

17. The appointment of other heads of departments is to be finalised by the Production Manager in liaison with the Director where required either from submitted EOI's (which may be called for) or alternatively by contacting interested parties within the membership of the Society.

Discretion

18. The Committee has the right to change any part of this selection process at any time without notice if it deems fit.