

# Job Description

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<b>Job Title:</b>	Casting Director
<b>Responsible to:</b>	Senior Producer
<b>Place of Work:</b>	Based in office in Deptford, London but will be expected to attend seminars, events, performances, and conferences as necessary.
<b>Hours of Work:</b>	40 hours a week, including some evenings and weekends (full-time role)
<b>Salary:</b>	£24,000 per annum
<b>Annual Leave:</b>	28 days (inclusive of bank holidays)
<b>Additional Hours:</b>	To be agreed in advance including attending meetings, rehearsals, conferences, auditions, seminars, overseas travel, and show watches.
<b>Pension:</b>	Company Pension Scheme available
<b>Probation:</b>	6 months
<b>Start Date:</b>	January 2019

## Overall Purpose

The Casting Director works at the forefront of the Creative Department and is responsible for leading, organising, and carrying out all casting necessary for Selladoor, affiliate companies or external companies. The Casting Director is a visible member of the company, representing in all arenas and to a variety of departments.

The role requires creative leadership and good knowledge of the industry, maintaining excellent relationships with actors and agents alike, while serving the ever-shifting needs of the company. Relationships with creatives will be nurtured to ensure a positive and efficient casting environment.

The Casting Director will also have a good working knowledge of profile actors, bringing ideas to the casting table for further discussion with the Creative and Marketing teams, leading on outreach with profiles and their management.

This role carries out all negotiations of job-offers to all actors engaged by Selladoor.

## Key Responsibilities

### Creative

- To ensure a working knowledge of all necessary scripts, with attention to cast, at an early stage of creation
- To attend all internal creative meetings, as required
- To research what actors and profiles might be suitable for each production
- Share initial casting ideas with creative department
- To provide a list of potential profiles, liaising with the producers and the creatives
- To actively seek new relationships with profile actors and their management, shaping mutual opportunities
- To support the company in furthering relationships with key stakeholders, and being an ambassador and creative representative for the company's talent strategies
- To keep abreast with the New Work Department's developments – and be a part of the feasibility process in terms of company make up, and support workshop, reading and development stages and contracting

### Casting

- To liaise with all necessary creatives and producers to schedule suitable audition dates for each project
- To circulate all audition schedules, as appropriate
- To work with the director of the production to create a casting breakdown, advertising on Spotlight, the Selladoor website and any other suitable platform
- To ensure Selladoor casts portray varied ethnicities and abilities, ensuring an equal opportunities casting process
- To advise the Production & Programming Administrator of any casting space required, giving a precise brief and sign off on any bookings
- To organise all necessary sides, scripts, music and/or equipment for auditions, within budget
- Ensure that all appropriate personnel are present at every audition, as required
- Schedule all castings with agents/actors as appropriate
- Provide copies of CV's and daily schedules during auditions as appropriate
- Attend all auditions, providing a leading 'voice' in the audition room
- Support the creative input of the producers and creatives
- Provide feedback, where appropriate, to agents and actors
- Negotiate all fees and outline terms with all agents/actors prior to contracting
- Update creatives and producers on the status of castings
- Maintain a working database of actors and agents that can be used by other team members and/or interns, if necessary

- To set up and attend any meetings with the producers and profiles, or their representatives
- Overseeing the management of any casting assistants or interns during auditions
- Full handover of negotiated fees and agreement specifications to the general manager
- Work with the producer and creatives to ensure an appropriate level of covering is possible with chosen cast

### Relationships

- Regularly attend the theatre, representing Selladoor and providing visibility for the company
- Regularly attend showcases and productions to maintain a working knowledge of actors to collaborate with in the future
- Furnish and maintain good relationships with agents – actively seeking new relationships
- Propose and lead in the organisation of any events/meetings that might encourage better or furthered relationships with agents or profiles
- Support Selladoor at special/industry events as required, including networking events, symposiums, forums and conferences
- To respond to all casting enquiries, providing a proactive and nurturing approach
- Participate in Selladoor planning discussions for long creative growth, and furthering the artistic ambitions of the company
- Attending marketing or production meetings as required, to contribute to the creation of marketing plans, involving cast engagement
- To ensure other members of the Selladoor team who do not have regular contact with actors are made aware of cast members, particularly a meet and greets, welcome events and press nights
- Develop early relationships with key higher education and training facilities, and maintain close relationships with the evolving direction of the leading training facilities, to ensure Selladoor is keeping a two-way dialogue
- To support the definition of Selladoor's creative and artist ambitions and ensure we are keeping casting department in line with our core priority of innovation, skills and acceleration
- Keep up-to-date with industry trends and demand by attending shows and events and keeping abreast of the latest industry news
- To keep the wider organisation up to date with the evolving dialogue and conversation on how Selladoor can further enable and support performers in the work place
- To champion and support the accessibility of roles to all performers and ensure that Selladoor is constantly being an equal opportunity employer – and supporting the removal of barriers to engagement for performers wherever possible
- To be a part of the national and international narrative on performers value to the cultural capital of the UK and international markets we serve

- To develop client relationships with targets to secure external casting contracts and work out-with the core Selladoor operation when appropriate

The above is not a definitive list and the Casting Director should expect to perform any other duties requested in order to facilitate the smooth operation and expansion of the business.

### Equal Opportunities

Selladoor Worldwide will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the engagement of personnel.

### Person Specification

#### Experience

##### *Essential*

- Expected to have gained at least 3 years' experience in a Casting Assistant or Casting Director role
- Evidence of leading large teams of creatives through a casting process.
- Experience of successfully leading on complete casting process
- Excellent working knowledge of key industry personnel, in particular actor's agencies and their agents
- Experience of engaging and working with profile performers and their management
- Excellent knowledge of a wide range of actors and their skills

##### *Preferred*

- Existing positive relationships with actors' agents across the UK
- Existing positive relationships with drama-training organisations and drama schools

#### Skills

##### *Essential*

- Highly competent negotiation skills
- Well-developed leadership, management and influencing skills
- Good working knowledge of Equity agreements and standard industry employment practices
- Highly efficient and organised
- Good working knowledge of Spotlight
- A strong communicator, both written and in person
- Able to command respect with a variety of personnel

- Team worker, able to delegate and take control, and listen to and value others' contributions
- Good working knowledge of Word and Excel
- Excellent planning, administrative and organisational skills
- Accuracy and excellent attention to detail
- Ability to work efficiently under pressure

### Personal Qualities

- Passion for the theatre and developing audiences in the UK and overseas
- Commitment to high quality product
- Ability to work collaboratively and independently
- Commitment to managing a busy and sometimes conflicting work schedule
- Ability to remain calm in the face of difficult and high pressure situations
- Ability to manage challenging personalities and avoid confrontation
- Commitment to Selladoor's policy of equal opportunity and the ability to work harmoniously with colleagues of all cultures and backgrounds
- A flexible and positive outlook to life and work
- Honest, motivated and enthusiastic