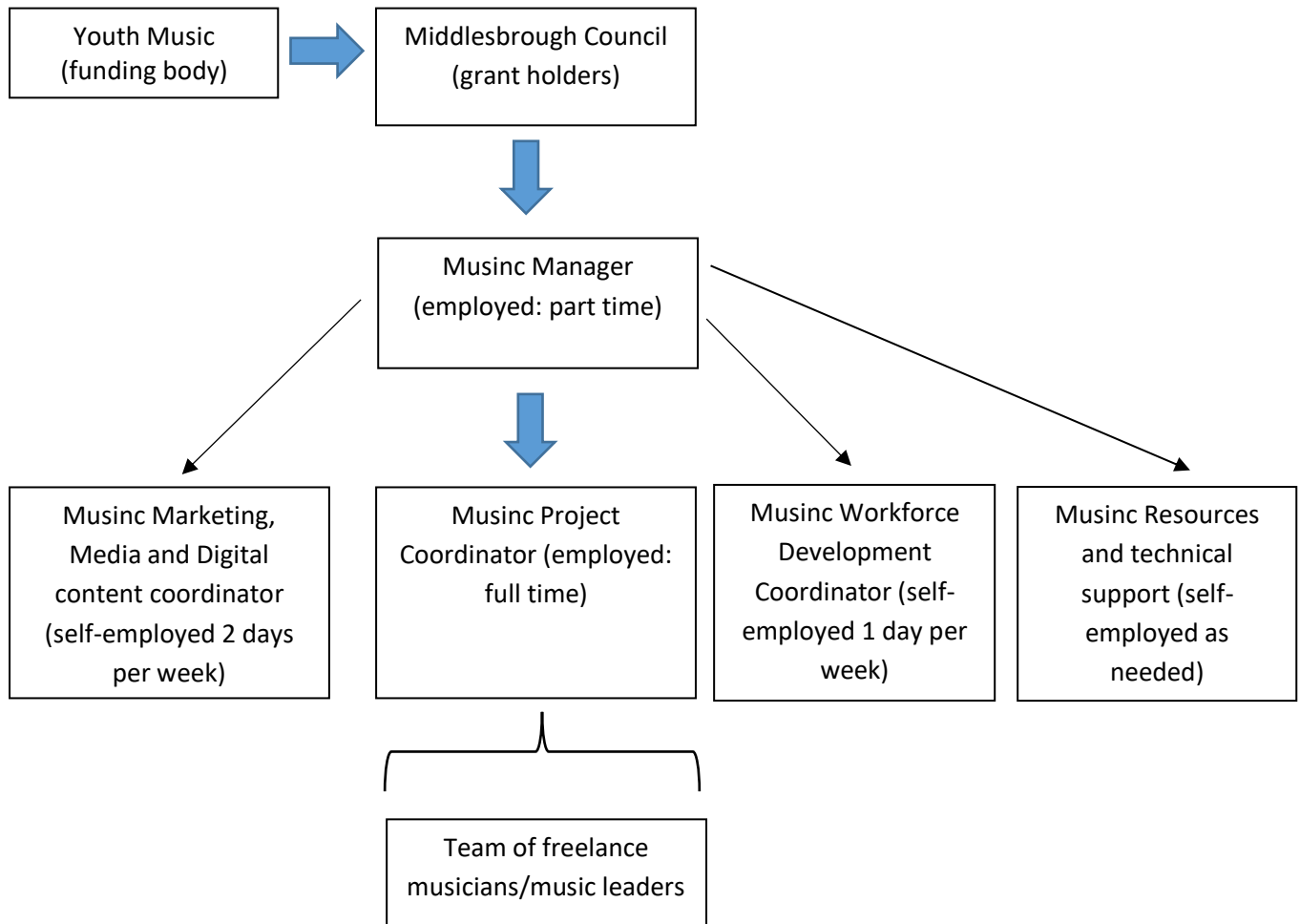


Musinc HR and Recruitment Procedure

Staffing structure



Core activity

This is classed as activity that forms the Network of Inclusive Provision, Music as Strategic Intervention and 1:1 tuition strands of our work, which are regular and ongoing.

- All music leader roles for core activity are advertised openly on arts jobs and the Youth Music Network where appropriate, and this process is carried out annually, with annual contracts put in place wherever possible
- Annual contracts are issued where possible. If shorter contracts are deemed necessary, these can be extended for the same project up to the length of 1 year.
- After 1 year of a single, or extended contract for the same project has taken place, the recruitment process is repeated.
- A standard 1 week deadline for applications to be submitted aids a swift turnaround for getting activity up and running.
- Interviews are held for each advertised role. Interviews include an external/objective person with no previous experience of working with the musicians to provide a non-

biased opinion on the candidates based upon the criteria for statements and answers that are set by Musinc.

- Music leaders are selected after interview according to the set criteria for the role.
- Successful candidate are notified within 1 day of interviews and contracts are put in place as soon as possible following confirmation of the role to the candidate.
- Musinc estimate that this process will take 4-6 weeks to turn around and therefore will communicate this clearly to partners to expect this amount of time when setting up projects.
- Anyone who has undertaken an interview can be offered an alternative role if this is deemed appropriate.
- If a candidate has interviewed for a role and applies for a similar role within 6 months, they do not need to re-interview unless they request to do so.

1:1 Tuition

- We have 15 self-employed tutors who submit a timesheet for all work / sessions along with an invoice for tuition on a back to back purchase order.
- Tutors are awarded a 1 year contract after which the recruitment process is repeated. The recruitment process will take approximately 4-6 weeks.
- Tutors only get paid for the work they do.
- Choice of tutor for the student is based on demand of instrument and where they can deliver - online, in Middlesbrough, in Redcar and through Apollo in Stockton.
- Tutors and young people are matched according to the young people's individual needs.
- Students need to be able to provide or source their own instrument.
- Tutors are recruited to create a balanced team who can deliver a variety of tuition in the following areas:
 - DJ
 - Rap / MC / Grime
 - Beatbox
 - Music Production
 - Guitar
 - Bass
 - Drums
 - Uke
 - Keyboard / Piano
 - Violin
 - Vocals
 - Brass
 - Cello
 - Music Theory

The selection process

The following considerations are made for matching music leaders to projects, however these do not exclusively determine whether an applicant is most appropriate for the position. Criteria around suitability for each role is determined by Musinc and will be applied throughout the application process.

- Music leaders have particular character qualities and attributes that make them a 'match' for certain groups of young people, individuals and settings.
- Music leaders specialize in a wide variety of musical genres and skills.
- The importance of the relationship between a young person and their music tutor
- The importance of consistency for young people living in challenging circumstances.
- The need for all leaders to have knowledge, awareness and some experience of inclusion and inclusive practice, although opportunities to train in this area are offered and therefore a commitment to developing this knowledge and skills is satisfactory.

Exceptions to this process

- Sickness/absence cover, where a replacement person is needed to step in quickly.
- Events / Tasters - e.g. SIRF, EMAT, MELA, Annual gathering. This is any activity that has a duration of 5 days or less required for the contract.