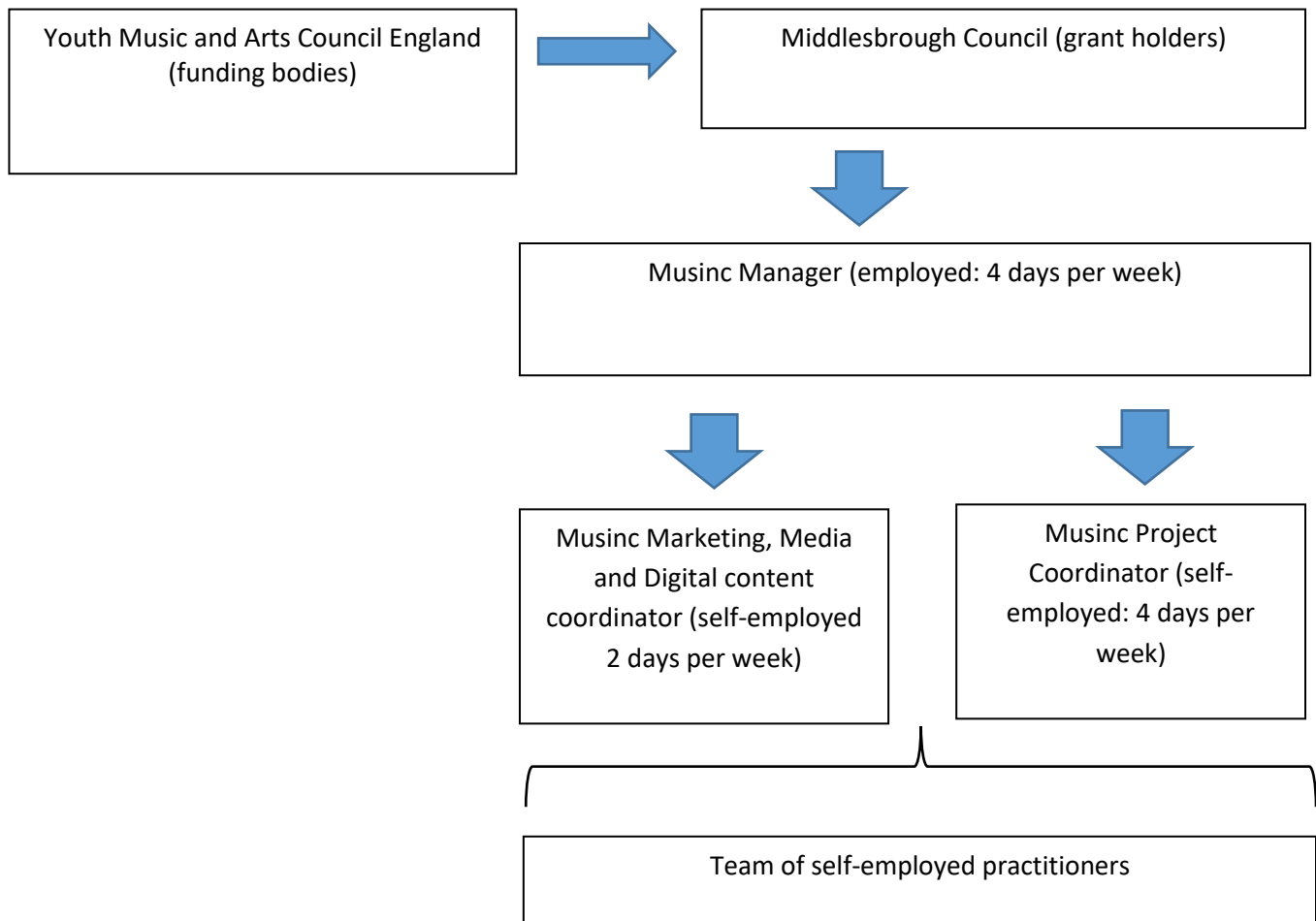




Musinc HR and Recruitment Procedure

Staffing structure



Core activity

This is defined as the Open Access and Targeted Projects strands of our work, which are regular and ongoing.

- All practitioner roles for core activity are advertised openly on arts jobs, Indeed, Musinc website and social media and the Youth Music Network where appropriate, and this process is carried out every two years, 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 2 years.
- After 2 years 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 applicants to provide a non-biased opinion on the candidates based upon the criteria for statements and answers that are set by Musinc.
- Practitioners are selected after interview according to the set criteria for the role.
- Successful candidates 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 1 year, they do not need to re-interview unless they request to do so.

The selection process

The following considerations are made for matching practitioners 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.

- Practitioners have particular character qualities and attributes that make them a 'match' for certain groups of people, individuals and settings.
- Practitioners specialize in a wide variety of musical genres and skills.
- The importance of the relationship between a participants and the person leading the session
- The importance of consistency for 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.