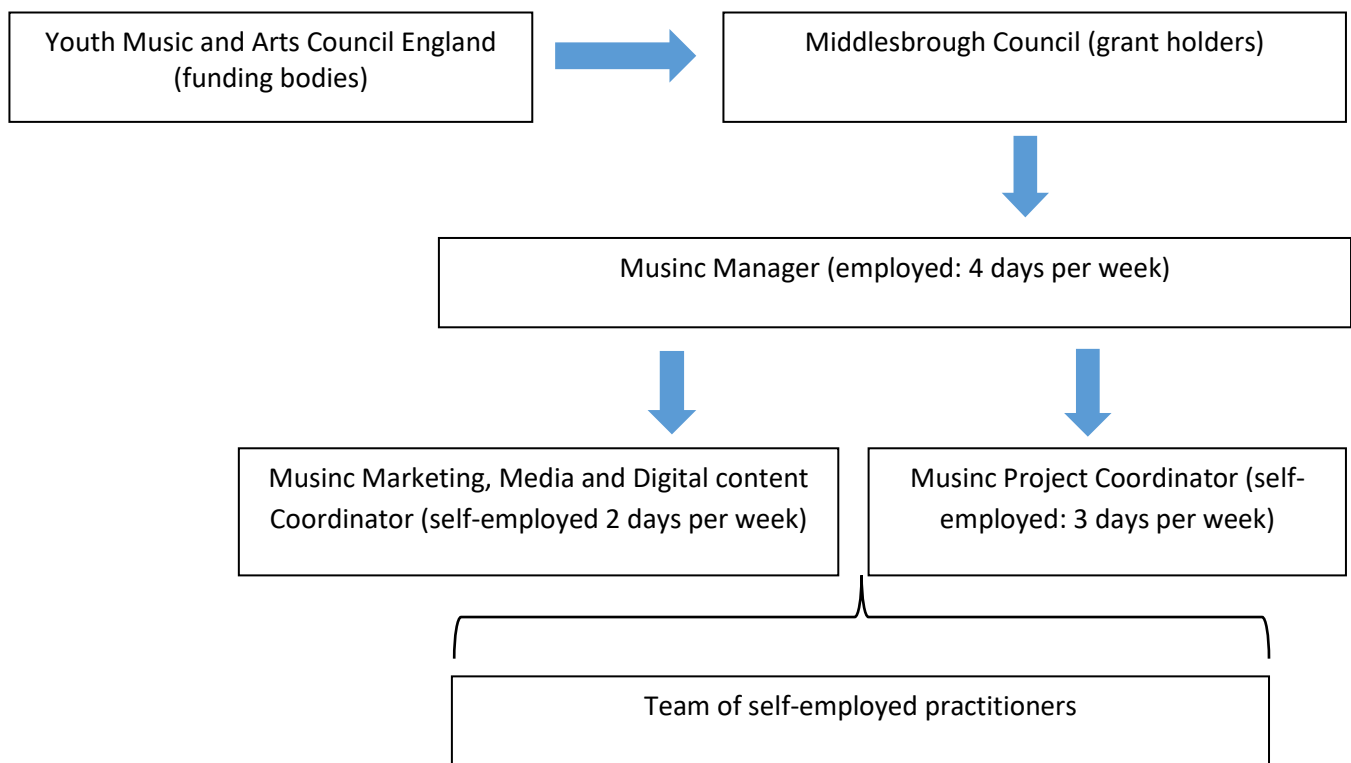


# Musinc Recruitment Procedure

This policy relates to Musinc’s Core Activity - the Open Access and Partnership Projects strands of our work, which are regular and ongoing.

## Staffing structure



## Recruitment Processes

- All practitioner roles for core activity are advertised openly on Musinc’s website and social media, as well as on Arts Jobs, Indeed, Youth Music, Sound Sense, Music Jobs, Disability Arts, and with our partners at NE Youth and Tees Valley Music Service, where appropriate.
- Timelines are clearly stated on all job adverts, including the application closing date, Musinc’s shortlisting date, and the interview date(s).  
As standard, there will be a 2-week deadline for applications to be submitted.
- Interviews are held for each advertised role, with the option for these to take place online or in-person, based on the candidate’s preference and/or access needs. Automatic interviews are offered to candidates who identify as disabled, who also meet the essential criteria.

- Interview panels 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 recruitment process requires 2 months to turn around and therefore will communicate this clearly to partners to expect this amount of time when setting up projects.
- Annual contracts are issued where possible. If shorter contracts are deemed necessary, these can be extended for the same project. All contract extension must be in line with Middlesbrough Council's procurement processes.
- 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. This does not apply if Musinc's office team has changed since the candidate's previous interview.

## **Selection Processes**

- The following considerations are made when matching practitioners to projects; however, these do not exclusively determine whether an applicant is most appropriate for the position. Musinc also determine the suitability and eligibility criteria for each role, and this is 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 specialise in a wide variety of musical genres and skills.
- The importance of the relationship between a participant 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, and a desire to develop their skills and practices.

## **Exceptions to this process**

- Sickness/absence cover, where a replacement person is needed to step in quickly. Practitioners who are already contracted for Musinc delivery may be contacted directly.
- Events / Tasters. This is any activity that has a duration of 5 days or less required for the contract. For these contracts, practitioners may be approached directly based on their specialism, experience, and facilitation style.



**This policy is discussed and reviewed annually to ensure best practice.  
If you have any questions or concerns about this policy, please contact  
[musinc@middlesbrough.gov.uk](mailto:musinc@middlesbrough.gov.uk)**