
Overview

This Standard involves identifying the number and nature of supporting artistes and contributors needed for the production.

It is about assessing and selecting supporting artistes, including conducting auditions, and checking that the cost and availability of preferred supporting artistes is within the production budget and timescales.

It is about acknowledging factors of good practice and knowing how to access relevant information on what they are.

This Standard is for those working in the production management team.

Performance criteria

You must be able to:

1. estimate and agree the number and types of supporting artistes or contributors needed for productions with relevant people
2. identify the timing and duration of performances or contributions from shooting scripts and schedules
3. identify supporting artistes and contributors likely to meet requirements
4. check and confirm the availability of supporting artistes to attend auditions when required
5. find suitable artistes and contributors when those originally contracted are no longer available
6. use a method of selection which is appropriate to the required role or contribution
7. check the availability and cost of supporting artistes and contributors
8. select the supporting artistes and contributors who offer the greatest potential for meeting the requirements of productions
9. negotiate and agree the final number of supporting artistes you can have in line with the budget
10. confirm fees with supporting artistes or their agents and arrange for contracts to be issued
11. check with supporting artistes if they have any access requirements or special needs.
12. keep records of contracts and store them in a secure location in line with regulatory and organisational requirements

Knowledge and understanding

You need to know and understand:

1. the requirements and characteristics for supporting artistes or contributors
2. sources of information about supporting artistes or contributors, and how to access them
3. the commercial and aesthetic criteria to use in selecting supporting artistes and contributors
4. when and how to contact supporting artistes or their representatives
5. contractual arrangements and procedures, legal and ethical requirements and obligations relating to the engagement of supporting artistes and contributors
6. the role of casting directors and how to appoint them
7. requirements and regulations which affect the eligibility of supporting artistes for employment in different countries
8. requirements and regulations to be taken into consideration when employing young people
9. requirements and regulations to be taken into consideration when employing people with differing abilities and backgrounds
10. the access and special needs requirements of supporting artistes that may need to be considered
11. the implications of current legislation and regulations covering data protection

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Identify and select supporting artistes and contributors for productions



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